

Fall 2014 Schedule of Classes

What's stopping YOU from going back to school?

Research shows that those who have some higher education *earn more money* than those who do not.

With higher education you can learn *new skills* that can help make you *more employable*.



- Did you know that the average student at MCC is between 30 - 32 years of age?
- Did you know that approximately 70% of all students at MCC receive some form of financial aid?
- Did you know that you do not have to qualify for a Pell Grant to receive financial aid?
- Did you know that the MCC Foundation has over 100 scholarships that go to students who apply for financial aid each year?

INSIDE: Read about people like you who have gone back to school and are now working at jobs they love!

Registration Dates for Fall Semester Classes

Continuing Education Classes

Registration is ongoing up until the class start date
(Early registration is recommended. Classes may be cancelled due to insufficient enrollment.)

Financial aid is available for many Continuing Education classes. To determine eligibility, ask about financial aid at registration.

Curriculum Classes

Open registration for new students by appointment
July 7 - 18

Financial aid deadline for curriculum classes for Fall Semester is July 1

- Complete a Free Application for Federal Student Aid (FAFSA) at the www.fafsa.gov website, and choose Montgomery Community College as (one of) the school(s) where you want your application sent.
- MCC will notify you by your preferred method (e-mail or U.S. Postal Service) regarding the receipt of your application and your next steps.

Fall Semester classes begin August 18
or as listed in this schedule

New! Electrical Technician Program



Now you can train as an electrical technician in a non-credit, Continuing Education program!

- **Enroll part-time, evenings, or during the day!**
- **Take only core classes!**
- **Classes are identical to the associate degree classes!**
- **Take classes according to *your* schedule!**

Scholarships are available!
For more information call (910) 576-6222, extension 532

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About Continuing Education

Continuing Education is where many individuals get their start in college. Continuing Education provides short-term training courses or programs designed for those individuals seeking occupational skills training for certification acquisition or maintenance, a new career or job, seeking high school completion, or simply beginning or advancing their knowledge in a personal interest area. Continuing Education offers courses in computer skills, fire/rescue/public safety, health occupations, safety and fitness, foreign languages, green technology, and the industrial/manufacturing skilled trades. Additionally, Continuing Education offers courses for professionals in the insurance and real estate occupations whereby they can earn continuing education units (CEUs) required by the state of North Carolina to maintain certification.

How to Find the Classes You Want

- Are you interested in upgrading your current job skills or are you looking for new skills for a new job? Do you need to recertify your skills in your current occupation? Simply search the Table of Contents for the program or courses that meet your needs.
- Do you want to work on your reading, writing, or math skills? Do you want to work toward an Adult High School Equivalency Diploma (formerly GED®)? Then you need **Career and College Readiness**.
- Are you unemployed? Are you looking for classes designed to help you prepare for and find a job? Look for classes under **Career Planning & Development**.
- Do you want to take classes to satisfy a personal interest or just to have fun and meet new people? Then you need **Personal Interest**.
- Are you a business owner or are you interested in starting your own business? Are you looking for a resource that could help you on the job? Then you need the **Small Business Center**.
- Is English your second language? Do you want to become more proficient speaking English? Then you need **English as a Second Language**.

Not sure you fit any of these categories? Then please look at the class offerings in this publication. When you see one that fits your needs, call us! We'll be glad to help you.

Let us know what you need by contacting us at (910) 576-6222, extension. 256.

Registration

You may register for a Continuing Education class anytime before a class is scheduled to begin. Classes without enough students to satisfy instructional costs will be canceled at the college's discretion, so we recommend early registration. For more information about registering for Continuing Education classes, please read the Frequently Asked Questions section.

Continuing Education office hours are 8:00 a.m. - 5:30 p.m. Monday through Thursday and 8:00 a.m. - 3:00 p.m. on Friday. Please call (910) 576-6222, extension 255 or 256 for more information.

Frequently Asked Questions

- **How old do I have to be before I can take a “Continuing Education” class?**

Anyone 18 years of age or older who is not currently enrolled in public school is eligible to attend Adult Continuing Education classes. Persons 16-17 years old and still in school may enroll if they obtain a Covenant Enrollment Release Form signed by the principal of their high school.

- **How do I register?**

- Call the Continuing Education department at (910) 576-6222, extension 255 or 256.
- If you have a credit card, you may register by faxing your registration form with payment information to (910) 576-5162.
- No credit card? Either request a registration form or print one from our website, and mail the form with your payment.
- You can also come to the Continuing Education department in person to register.
- Payment is made at the time of registration.
- Advanced registration is required for all Continuing Education classes.
- If enrollment is not sufficient, the class will be canceled by the college at the registration deadline and fees will be reimbursed by the college.
- Financial aid is available for some classes. Please inquire at registration time about possible financial aid.

- **What does the “(SS)” mean next to a course title?**

“(SS)” means “Self-Supporting.” Self-supporting courses are offered by the college at the request of the community. Registration fees vary depending upon the number of students enrolled. There are no fee exemptions for self-supporting courses and fees are non-refundable except in the case of course cancellation by the College.

- **How much does it cost to take a class?**

The registration fees for classes vary depending on the number of class hours. Some classes require textbooks, materials, lab fees or insurance. Fixed costs will be listed under “Fees” below each class. Where a textbook or other supplies are needed, every effort is made to announce this in the class description. Because supply needs are highly variable, they may not be listed for every class.

- **What if I have to drop out of a class?**

Students are eligible for a 100% refund if they withdraw from a class before the class begins, or if the class is canceled by the college. Students who withdraw after the class begins, but before 10% of the total number of class hours has been taught, may receive a 75% refund upon request. No refunds are permitted for Self-Supporting (SS) classes except if canceled by the college.

- **May I take a class more than once?**

Students may repeat any course at the regular registration fee. Students may take Occupational courses twice in five years at the regular registration fee; however, fees for additional repeats will be assessed for the full amount of the per-student cost for the class. Ask a Continuing Education representative for more information about repeating Occupational courses.

- **Can I earn college credit for taking a class through Continuing Education?**

In general, Continuing Education courses do not earn credit toward a degree; however, some classes are specifically designed to bridge into for-credit (curriculum) college programs. Also, the CEU serves as a unit to recognize an individual’s participation in noncredit activities that meet the appropriate criteria. Ask a Continuing Education representative for more information about bridging classes or CEUs.

Business and Industry Training

Montgomery Community College's Continuing Education Department offers quality education and training courses for businesses, industries, agencies, non-profits, or other entities. The Continuing Education Department can provide training opportunities that are specifically designed to meet the training needs for your group in the following areas:

- Computer training ranging from basic to advanced applications
- Customer service
- Professional development for supervisors and managers
- Basic accounting software
- Pre-employment training

If your business, industry, agency, or group is interested in having a course or series of courses developed to meet your training needs, contact Robin Coates at 910-576-6222, extension 253 for more information.

Customized Industry Training

The Customized Training Program can assist business and industry to remain productive, profitable, and located within Montgomery County. It provides education, training and support services for new, expanding and existing business and industry in North Carolina. Its goal is to foster and support job growth, technology investment, and productivity enhancement for specified industries. The Customized Training Program is designed to make a difference in a company's bottom line, whether it is creating jobs, investing in new machinery and equipment, or streamlining processes for efficiency.

The Customized Training Program resources may support training needs assessment, instructional design, development and delivery. Montgomery Community College's Customized Training Program partners with an array of world-class training providers to offer:

- Training needs assessment
- Employee training on new processes, procedures, and technologies
- Lean Manufacturing
- Six Sigma
- Project management
- Statistical process control
- Hydraulics and pneumatics
- Electronics
- Preventive maintenance

If your industry is interested in developing a customized training plan, contact Robin Coates at 910-576-6222, extension 253 for more information.

Continuing Education Schedule of Classes

Career Planning and Development

*Career Planning and Retraining courses are fee waived for individuals who are unemployed, have received layoff notification, are working and earning 200% of federal poverty guidelines, or who meet federal earned income credit thresholds.

Career Exploration and Road Mapping

Looking for a new direction? Assess who you are, where you're going, and whether you're on the right path to career success. This course will introduce career decision-making and planning processes. Topics include analyzing personal career interests, values, and aptitudes; surveying and researching career fields with related educational and training requirements; setting realistic career and educational goals; practicing the decision-making process; and reviewing basic job search skills such as completing applications, writing letters of application, developing and using resumes effectively, organizing a professional portfolio, and improving interviewing skills. Fees for this class are waived for students meeting income guidelines.*

Career Exploration and Road Mapping	\$125	9 AM-12 PM	MWF	8/18-9/5	Rm 143
Career Exploration and Road Mapping	\$125	9 AM-12 PM	MWF	10/6-10/31	Rm 143

Job Search Tools and Strategies

This course is designed to train individuals in effective job search techniques. Individuals will assess their job skills, will use that information to complete applications and to write resumes that market themselves to employers, will learn how to post and send resumes in electronic formats, and will practice interviewing strategies to sell themselves effectively. Fees for this class are waived for students meeting income guidelines.*

Job Search Tools and Strategies	\$125	9 AM-12 PM	MWF	9/8-9/26	Rm 143
Job Search Tools and Strategies	\$125	9 AM-12 PM	MWF	11/3-11/21	Rm 143

Skills For Success

Determine if you are on the right path to the career you have always wanted. Examine your educational and career goals based on the results of inventories and class activities and develop a written plan of action to meet those goals. This course will introduce you to the skills required to be successful in meeting career or educational goals. Fees for this class are waived for students meeting income guidelines.*

Skills For Success	\$70	9 AM-12 PM	MWF	7/28-8/6	Rm 143
Skills For Success	\$70	9 AM-12 PM	MWF	12/1-12/12	Rm 143

Basic Computer Skills for the Workplace

This course is designed to introduce computers and computer terms, how to navigate the internet using search engines, develop e-mail capabilities, and assist the student in developing a moderate comfort level with basic computer use for employability. Fees for this class are waived for students meeting income guidelines.*

Basic Computer Skills for the Workplace	\$75	1- 4 PM	MTWTh	7/21-7/29	Rm 216
Basic Computer Skills for the Workplace	\$75	1- 4 PM	MTWTh	8/18-9/5	Rm 143
Basic Computer Skills for the Workplace	\$75	1- 4 PM	MTWTh	12/1-12/12	Rm 143

Continuing Education Schedule of Classes

Technology Awareness for Career Development

This course is designed for the job seeker who needs to update their computer skills for today's job market. The focus of the course will be an introduction to software applications through class projects which include creating a resume, preparing a cover letter, creating a household budget, and creating a job search database. Fees for this class are waived for students meeting income guidelines.*

Technology Awareness for Career Development	\$130	1- 4 PM	MTWTh	8/18-9/5	Rm 21
Technology Awareness for Career Development	\$130	1- 4 PM	MTWTh	10/13-10/31	Rm 14
Technology Awareness for Career Development	\$130	1- 4 PM	MTWTh	11/3-11/21	Rm 14

Social Media and E-mail for Job Seekers

New technology and the economy have changed the job searching landscape. Learn how to use social media and e-mail to network for jobs, plan job search strategies, contact employers, and use tips and resources to prepare job search documents. LinkedIn, Twitter, Facebook, and YouTube are possible website resources. Fees for this class are waived for students meeting income guidelines.*

Social Media and E-Mail for Job Seekers	\$75	1- 4 PM	MTWTh	7/7-7/15	Rm 14
Social Media and E-Mail for Job Seekers	\$75	1- 4 PM	MTWTh	8/4-8/12	Rm 14
Social Media and E-Mail for Job Seekers	\$75	1- 4 PM	MTWTh	9/8-9/16	Rm 14

Ready to Work	\$180	1-4 PM	MW	9/8-11/21	Rm 21
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This course is for the job seeker needing a flexible schedule. The focus of the course is preparing for the Career Readiness Certification exam, job seeking techniques, employability skills development, communication techniques, problem solving strategies, and understanding the impact of information technology in the workplace. Instruction is individualized to meet the personal needs of the job seeker. Fees for this class are waived for students meeting income guidelines.*

Computers

NEW! Microsoft IT Academy Certification Testing

Montgomery Community College has been designated as a testing center for the Microsoft IT Academy Certifications. Exams are available in Microsoft Word, Excel, PowerPoint, Outlook, Access, SharePoint, OneNote, and Office 365. Successful completion in the exams results in certification as a Microsoft Office Specialist. Each certification test costs \$125, including one free re-take for a failed exam. Specialized courses can be scheduled for groups seeking to prepare for specific exams. Contact Continuing Education at 910-576-6222 to schedule a test or to join a test date.

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New technology and the economy have changed the job searching landscape. Learn how to use social media and e-mail to network for jobs, plan job search strategies, contact employers, and use tips and resources to prepare job search documents. LinkedIn, Twitter, Facebook, and YouTube are possible website resources. Fees for this class are waived for students meeting income guidelines.*

Social Media and E-Mail for Job Seekers	\$75	1- 4 PM	MTWTh	7/7-7/15	Rm 141
Social Media and E-Mail for Job Seekers	\$75	1- 4 PM	MTWTh	8/4-8/12	Rm 141
Social Media and E-Mail for Job Seekers	\$75	1- 4 PM	MTWTh	9/8-9/16	Rm 143

QuickStart Computer Classes

QuickStart classes are intended to get you "job ready" with intensive one-day sessions ranging from introductory information or specific applications to advanced tools in specific applications. A student may enroll in any class and take one or all the sessions in that class for one registration fee. Registration is open with each session.

QuickStart Digital Photo Editing Using Photoshop Elements

QuickStart Photoshop Elements	\$75	9 AM-3 PM	F	7/18	Rm 141
QuickStart Photoshop Elements	\$75	5:30-8:30 PM	M/W	9/8-9/10	Rm 143
QuickStart Photoshop Elements	\$75	9 AM-3 PM	S	11/8	Rm 143

QuickStart for Microsoft Excel	\$75	8:30 AM-1 PM	F	7/11-7/25	Rm 141
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Session 01: Getting Started With Excel

Session 02: Constructing and Applying Formulas

Session 03: Generating Charts, Graphs, and Reports

QuickStart for Microsoft Excel	\$75	5:30-9:30 PM	MTW	10/6-10/10	Rm 143
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Session 01: Getting Started with Excel

Session 02: Constructing and Applying Formulas

Session 03: Generating Charts, Graphs, and Reports

QuickStart Presentation Tools with PowerPoint	\$75	9 AM-3 PM	F	8/22-8/29	Rm 216
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Session 01: Getting Started with PowerPoint

Session 02: Working with Graphics and Integrated Word & Excel

QuickStart for Quick Books	\$75	5:30-9:30 PM	T/TH	12/2-12/4	Rm 143
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This condensed course introduces the entrepreneur to the skills necessary to manage basic business accounting and daily office transactions. It will also equip a participant working or planning to work in a business office using QuickBooks. Emphasis will be placed on producing and understanding financial data and simple ways to save time with this useful software.

Continuing Education Schedule of Classes

QuickStart for Microsoft Word \$75 9 AM-3 PM F 8/8-8/22 Rm 141
Session 01: Getting Started with Word
Session 02: Reports Using Word
Session 03: Shortcuts and Effective Use of Word

QuickStart for Microsoft Word \$75 5:30-9:30 PM MTW 11/3-11/5 Rm 143
Session 01: Getting Started with Word
Session 02: Reports Using Word
Session 03: Shortcuts and Effective Use of Word

QuickBooks Basic Training \$75 6-9 PM TTH 9/9-10/2 Rm 143
This 24-hour course is designed to carry the QuickBooks user to a more sophisticated level of use in QuickBooks. Experienced or new QuickBooks users will learn to fully utilize all the features of QuickBooks for home or business purposes. The course also allows time for students to customize some aspects of QuickBooks with instructor support.

Fire, EMS & Public Safety

EMS Online

Credentialed EMS providers looking for a more convenient way to earn their state-mandated continuing education units (CEUs) can now take their training online with Montgomery Community College’s EMS continuing education modules. Two online course modules are scheduled each month – one in Basic Life Support for first responders and EMT-basics, and one in Advanced Life Support for EMT-intermediates and paramedics. All the classes are listed by month and updates can be found on the MCC website under Continuing Education.

Basic Life Support/Advanced Life Support	Month
Environmental Emergencies	July
Bleeding and Shock	August
Trauma and Mechanism of Injury	September
Head and Face Injuries	October
Allergic Reaction	November
Gynecologic Emergencies	December

EMD, EFD and EPD Online

Credentialed EMDs, EFDs and EPDs looking for a more convenient way to earn their state-mandated and nationally-required continuing education units (CEUs) now have the opportunity to take their training online with Montgomery Community College’s continuing education modules. These classes are listed by month. Updates can be found on the MCC website under Continuing Education.

EMD Online	Month
Protocol 15 Electrocution	July
Protocol 27 Stab/Gunshot/Penetrating Trauma	August
Protocol 2 Allergies/Envenomations	September
Protocol 11 Choking	October
Protocol 24 Pregnancy/Childbirth/Miscarriage	November
Protocol F	December

Continuing Education Schedule of Classes

GetFit StayFit Kettle Kick Ball \$35 5:15-6 AM MW 9/8-11/12
Page Street Elementary School Gy

Kettle Kick Ball is a great way to ramp up your early morning workout routine combining three training methods: the kettle bell, the stability ball and kick boxing. The workout will alternate each week with a mixture of high intensity cardio kick boxing and a deep core workout using the stability ball combined with the kettle bell for strength training. This workout will keep you motivated and your body working at full potential without the burn-out that comes from repetitive workouts. Required equipment: 10 lb. kettle bell, stability ball, weighted kick boxing gloves, exercise mat.

Health Occupations

Activity Director \$180 6-9 PM TTh 9/22-12/3 Rm TB
This course is designed specifically to meet the training requirements prescribed by the NC Division of Health Service Regulation-Adult Care Licensure Section for personal care staff and the direct supervisors working in adult care homes (seven or more beds) and family care homes (two - six beds).

CPR for Health Care Providers

Initial Certification & Recertification (Recertification students attend 2nd day only.)
\$58 6-10 PM TTh 7/15 & 7/17 Rm 14
Initial Certification & Recertification (Recertification students attend afternoon only.)
\$58 8 AM-5 PM F 8/8 Rm 14

Nursing Assistant I & II

All entering students are required to attend at least one information session. If you cannot make an information session please call (910) 576-6222, extension 255 to be placed on a call list.
To register, applicants must:
1) Show a valid driver's license and Social Security card.
2) Show evidence of a high school diploma, GED®, or obtain the required reading level test score. A reading test can be taken any Wednesday at 5:30 p.m. or Thursday at 9:00 a.m. in Room 14.
3) Students must have a TB skin test report before the first day of the course.

Nursing Assistant Info Sessions 6 PM T 7/8 Rm 10
10 AM T 11/18 Rm 10
6 PM T 12/2 Rm 10
Registration for Fall NA Classes 8 AM M 7/14 Rm TB
Registration for Spring NA Classes 8 AM M 12/8 Rm TB

Nursing Assistant I

This class introduces students to the skills and competencies needed for basic patient care in a health care setting. After successful completion of the course, the student can provide safe, effective, basic nursing care in a variety of health care facilities under the supervision of licensed nurses and/or other approved personnel. Students must complete clinical rotations as part of the course.
Please note: Nurse Assistant Hybrid courses require online, classroom and clinical participation.

Nursing Assistant I	\$235.60	8 AM-3 PM	MTW	10/28-12/17	157/15
Nursing Assistant I	\$235.60	5:30-10 PM	MW	8/18-12/18	157/15
Nursing Assistant I Hybrid	\$235.60	8 AM-2:30 PM	MTW & Online	8/18-10/27	157/15 We
Nursing Assistant I Hybrid	\$235.60	5:30-9:30 PM	TTh & Online	8/19-11/26	157/15 We
Nursing Assistant I Hybrid	\$235.60	8 AM-5:30 PM	SAT/SUN & Online	9/6-11/28	157/15 We

Continuing Education Schedule of Classes

Nursing Assistant II **\$232.60** **5:30-9:30 PM** **MTWTh** **8/18-10/30** **Rm 148**

Students must be listed as a Nursing Assistant I in good standing with the North Carolina Department of Health and Human Services in order to register for the Nursing Assistant II course. Students are taught skills in oxygen therapy, suctioning, tracheotomy care, IV fluid monitoring and discontinuation, nasogastric and gastrostomy feeding procedures, enterostomy care, urinary diversion and urinary catheterization. This course equips the students with advanced skills in providing care for the elderly and older adults. Students will complete clinical rotations as part of the program.

Phlebotomy

All entering students are required to attend an information session. If you cannot make an information session, please call (910) 576-6222, extension 255 to be placed on a call list.

To register, applicants must:

- 1) Show evidence of a high school diploma or GED®.
- 2) Complete a TABE reading assessment with a 10th grade or higher reading level. A reading test can be taken any Wednesday at 5:30 p.m. or Thursday at 9:00 a.m. in Room 149.
- 3) Show a valid North Carolina ID and Social Security card.
- 4) Attend an information session.

Phlebotomy Info Sessions:	5:00 PM	Th	7/21	Rm 139
	5:00 PM	Th	11/3	Rm 139

Phlebotomy **\$270.60** **5:30-9:30 PMMW** **8/25-12/10*** **Rm 139**

This course consists of theory and clinical experiences in performing blood collections. Successful completion of the course prepares students to sit for the American Society of Phlebotomy Technicians (ASPT) National Certification Examination. A textbook is required.

Class sessions end 12/10. Phlebotomy clinical rotations end in March, 2015.

Insurance

Insurance Agent Continuing Education

These courses are for licensed insurance agents to obtain their required 24 ICECs per two-year period. Agents should review the NCDOL website at www.ncdoi.com for additional information about their CE requirements. A producer/agent number is required when enrolling in courses. Mandatory Ethics courses (required every 2 years for all agents) and mandatory Flood courses (required every 4 years for P&L agents) are offered each spring semester. All courses are approved and offered under Walter Batista, provider #562268129.

Agents can take either one or both of these courses for a single registration fee. *An additional 1.65 per credit hour is collected for the Vertafore fee.

Insurance Agent CE	\$70*	T	9/16-11/18	Rm TBA
Ethics for the Ins. Professional - mandatory (201990)	6-9 PM	T	9/16	Rm TBA
Agents' Certified Flood Course - mandatory (69690)	6-9 PM	T	9/30	Rm TBA

Continuing Education Schedule of Classes

Prelicensing for Life Insurance and/or Health/Accident/Sickness Insurance

This unified insurance prelicensing course prepares prospective agents to take the Life Insurance and/or the Health/Accident/Sickness Insurance Exam(s). One registration fee covers both course sections. Please indicate which insurance license(s) you are pursuing when you register. There are two separate texts (\$25 each) for the class sections which are available for purchase at the first class

Life & Health/Accident/Sickness Insurance Prelicensing	\$125		10/2-10/11	Rm TBA
Life Insurance	6-10 PM	Th	10/2	Rm TBA
	8 AM-6 PM	FS	10/3-4	Rm TBA
Health/Accident/Sickness	6-10PM	Th	10/2	Rm TBA
	6-10 PM	Th	10/9	Rm TBA
	8 AM-6 PM	FS	10/10-11	Rm TBA
Prelicensing Exam(s)	6-10 PM*	Th	10/16*	Rm TBA
*or by appointment				

Medicare & Long Term Care Supplement

Prelicensing Course	\$70	8:30 AM-4:30 PM	FS	8/15-8/16	Rm TBA
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Knifemaking

Basic Knifemaking	\$375	8 AM-5 PM	Th-Su	9/18-21	Rm 170
Basic Knifemaking	\$375	8 AM-5 PM	Th-Su	10/30-11/2	Rm 170
Damascus Steel	\$375	8 AM-5 PM	Th-Su	9/25-9/28	Rm 170
Forged Tomahawks	\$375	8 AM-5 PM	Th-Su	10/23-10/26	Rm 170
Introduction to Tactical Knifemaking	\$375	8 AM-5 PM	Th-Su	11/13-11/16	Rm 170
Custom Folding Knives	\$375	8 AM-5 PM	Th-Su	8/28-8/31	Rm 170
Making Leather Sheathes	\$375	8 AM-5 PM	Th-Su	12/4-12/7	Rm 170

Mechanical

Power Equipment

Small Engine Mechanics I: Introduction to Small Engines

This course will provide an introduction to the parts and operation of small gasoline engines such as those used on weed eaters, blowers, mowers, small tractors and garden tillers. Students will learn the basics of the carburetor, the ignition, tune-ups, minor repairs and troubleshooting.

Small Engine Repair	\$126.60	8:30-12:30 AM	M	9/15-12/8	Jordan Bldg. Biscoe
Small Engine Repair	\$71.60	6-9 PM	T	9/16-11/4	Jordan Bldg. Biscoe

Notary Public Education

eNotary	\$70	9 AM-1 PM	F	12/12	Rm 141
An applicant who wishes to become an eNotary in NC must hold a valid commission as a notary public in NC. The notary must successfully complete the eNotary three-hour course of instruction and pass the course with at least an 80% passing rate on the final exam. The course includes the following topics: The NC Electronic Notary Act, eligibility and registration, the NC Notary Act, electronic notary processes, technology solutions/providers, ethics as they pertain to electronic notarizations, consequence of misconduct, security standards, best practices and departmental recommendations. Students must purchase the Electronic Notarization Manual from the NC Dept. of the Secretary of State at www.sosnc.com or at (919) 807-2295. ISBN# 978-0-9798170-0-7.					

Continuing Education Schedule of Classes

Notary Public Education

This seven-hour course is required for individuals to obtain a North Carolina Notary Public Commission. Both class sessions must be attended to receive credit for this course. Participants must be at least 18 years old; must reside legally in the United States and reside or work in North Carolina; must speak, read, and write English; and must possess a high school diploma or GED®. Each notary public candidate must verify his/her identity by presenting a state or federal government issued photo identification document, such as an NC driver's license or a US passport.

Students must acquire and review the required manual Notary Public Guidebook for North Carolina 10th Ed. before class begins. The manual is available in the MCC General Store or directly through the NC Dept. of the Secretary of State at www.sosnc.com. ISBN# 978-1-56011-480-2.

Notary Public Education	\$70	5-9 PM	TTh	7/15 & 7/17	Rm 230
Notary Public Education	\$70	5-9 PM	TTh	8/12 & 8/14	Rm 230
Notary Public Education	\$70	5-9 PM	TTh	10/14 & 10/16	Rm 230
Notary Public Education	\$70	9 AM-4:30 PM	S	11/15	Rm 136

Personal Interest

Cake Decorating	\$75	6-9 PM	Th	9/18-9/25	Community Kitchen in Star, NC
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Learn to decorate cakes & cupcakes professionally for fun, family, or profit. Topics include selecting decorating tools and how to prepare a cake and icing for decoration. Participants will learn how to ice different shapes of cake, make borders, flowers (including roses), novelty and character cakes, and other decoration techniques. A list of supplies is available when you register.

Concealed Carry

This class meets the educational requirement for the Concealed Carry Permit as established in North Carolina. Students completing the course successfully are eligible to apply for a Concealed Carry Handgun Permit. Students must provide their own class supplies: handgun, holster, and 30 rounds of ammunition.

Concealed Carry	\$75	8 AM-5 PM	W	7/16	Rm 507 & Range
Concealed Carry	\$75	5:30-9:30 PM	MW	9/15-9/17	Rm 512 & Range
		5:30-6:30 PM	Th	9/18	Range
Concealed Carry	\$75	8 AM-5 PM	S	11/8	Rm 512 & Range

Introductory Beekeeping	\$25	TBA	TBA*	TBA	TBA
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*Other than the first class meeting, all other Beekeeping class dates will be determined by the students. This course is designed for beginning beekeepers but is a great refresher for current beekeepers to enhance their general beekeeping skills. Knowledgeable instructors will cover the history of beekeeping as it pertains to keeping your own bees, getting started, seasonal management, and the treatment of pests and diseases.

Multimedia Art

Beginning-to-advanced level students work in an open studio with an instructor one-on-one with as much or as little guidance as needed. Choose any medium from which to work including oils, acrylics, watercolors and pen/pencil.

Multi Media Art	\$45	9:30 AM-2:30 PM	T	9/9-11/4	Rm 103B
Multi Media Art	\$45	9:30 AM-2:30 PM	T	12/2-2/10	Rm 103B

Continuing Education Schedule of Classes

QuickStart Digital Photo Editing Using Photoshop Elements

This course is based upon Photoshop Elements, the most popular consumer edition of photo editing software. The course covers imprinting and organizing digital images, basic retouching tools, text framing, file size and format, and preparing files for e-mail and printing.

QuickStart Photoshop Elements	\$75	9 AM-3 PM	F	7/18	Rm 141
QuickStart Photoshop Elements	\$75	5:30-8:30 PM	MW	9/8-9/10	Rm 217
QuickStart Photoshop Elements	\$75	9 AM-3 PM	S	11/8	Rm 141

Real Estate Broker Continuing Education

Real Estate Continuing Education courses will be offered in the spring, however if there is a large interest in having a course in the fall, staff will be more than happy to facilitate a class. Additionally, the Continuing Education Department is certified and ready to host Pre- and Post-Licensing courses. If you are interested, please contact our office at (910) 576-6222, extension 532 to coordinate a time and date.

Skilled Trades

NEW! Electrical Technician

Students may take the Electrical technician program as either curriculum (college credit) program* or a continuing education (non-credit) program. If you are a licensed electrician and are interested in obtaining continuing education credits, please call us at (910) 576-6222, extension 532 to learn more.

Electrical Computations

This course introduces the fundamental applications of mathematics which are used by an electrical/electronics technician. Topics include whole numbers, fractions, decimals, powers, roots, simple electrical formulas, and usage of a scientific calculator. Upon completion, students should be able to solve simple electrical mathematical problems.

Electrical Computations	\$180	1-2:50 PM	TTH	8/18-12/16	Rm 500
Electrical Computations	\$180	6-9:50 PM	W	8/18-12/16	Rm 500

DC/AC Electricity

This course introduces the fundamental concepts of, and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment, and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits.

DC/AC Electricity	\$180	3-4:50 PM	MW	8/18-12/16	Rm 500
DC/AC Electricity	\$180	6-10 PM	M	8/18-12/16	Rm 500

Workplace Safety	\$70	5-5:50 PM	T	8/18-12/16	Rm 500
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This course introduces the basic concepts of workplace safety. Topics include fire, ladders, lifting, lock-out/tag-out, personal protective devices, and other workplace safety issues related to OSHA compliance. Upon completion, students should be able to demonstrate an understanding of the components of a safe workplace.

*If you are interested in the Electrical Technician curriculum program, please see Page 30 for application and registration information for curriculum programs.

Continuing Education Schedule of Classes

Heating, Ventilation & Air Conditioning (HVAC)

Students may take the HVAC program as either a curriculum (college credit) program or a continuing education (non-credit) program. The daytime program is offered as either curriculum or continuing education. The evening program is offered as continuing education only. Successful completers of either program are eligible to take the NATE certification exam. The following is the Continuing Education HVAC course schedule for Fall 2014. (The curriculum course schedule begins on page 31.)

The daytime HVAC certificate program is divided into two courses offered over two consecutive semesters and must be taken in the following sequence unless approved by the instructor.

- 1) Fall Semester: Refrigeration & Air Conditioning
- 2) Spring Semester: Heating and Heat Pumps

The evening HVAC certificate program is divided into three courses offered over three semesters and must be taken in the following sequence unless otherwise approved by the instructor:

- 1) Fall Semester: Refrigeration and Air Conditioning
- 2) Spring Semester: Heating and Heat Pumps I
- 3) Summer Semester: Heating and Heat Pumps II

HVAC Sequence 1

Refrigeration and Air Conditioning	\$180	5-9 PM	MW	8/18-12/15	Rm 168
Refrigeration and Air Conditioning	\$180	8 AM-12 PM	MTWTh	8/18-12/16	Rm 168

This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components, refrigeration cycle, and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

EPA Refrigerant Cert. Course & Exam	\$70	5-9 PM	T		Rm 168
EPA Refrigerant Cert. Course & Exam	\$70	8 AM- 12 PM			Rm 168

This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion students should be able to successfully complete the EPA certification examinations.

NATE Certification Testing \$125

NATE Certification Testing is scheduled for groups. Contact Ed Hinson at MCC (hinsone@montgomery.edu) if you are interested in sitting for the NATE Certification test or would like to arrange NATE testing for a group.

Production Technician Certification Preparation

This course is designed to train students in the production skills needed to be successful in manufacturing today. Students will learn manufacturing skills related to safety procedures, applications of manufacturing skill sets, and preparation for success in completing the examinations leading to becoming a Certified Production Technician (CPT). The training is divided into four modules: Safety, Quality Practices & Measurement, Manufacturing Processes & Production, and Maintenance Awareness. At the end of each module, students will take an online exam. Upon successful completion of all four modules, students will be awarded the Certified Production Technician certificate.

Production Tech Certification Prep	8 AM-12 PM	T			
\$180 CPT Registration	8 AM-5 PM	W	8/20-12/4	Rm 142	
\$60 CPT Test Registration					
\$40 Assessment fee per each module (total of 4 modules)					
\$400 Total Registration/Assessment fees					

Continuing Education Schedule of Classes

Welding

The Welding program is designed to provide students with the skills necessary to pursue one or more welding certifications and to exit the program job ready. The first courses listed in our current schedule are designed to serve both the beginning student and those with some experience. Currently, the Welding program is divided into three preparatory levels with all classes meeting at the same time:

- 1) Introduction to Welding: MIG, TIG, & Stick
- 2) Intermediate Welding
- 3) Welding Certification Preparation

Introduction to Welding: MIG, TIG, & Stick

This course teaches the fundamentals of welding and cutting and covers safety, oxyacetylene welding, torch cutting, arc welding, and MIG and TIG welding. By the end of the course, students should have entry-level knowledge of the welding process and depending upon individual ability, advance to Intermediate Welding or the Certification Preparation course.

Intro to Welding: MIG, TIG, & Stick	\$201.60	7:30 AM-3:30 PM	MT	8/18-12/6	Rm 171
Intro to Welding: MIG, TIG, & Stick	\$201.60	7:30 AM-3:30 PM	MT	9/8-12/6	Rm 171
Intro to Welding: MIG, TIG, & Stick	\$201.60	6-10 PM	MTW	8/18-12/6	Rm 171
Intro to Welding: MIG, TIG, & Stick	\$201.60	6-10 PM	MTW	9/8-12/6	Rm 171

Intermediate Welding

This course is designed to enhance the welding skills in MIG and/or TIG as well as teach plasma-arc cutting, air carbon arc cutting, and shielded metal arc welding. Students will have the flexibility to choose the area or skills on which they wish to focus. It is recommended that students entering this course be experienced welders seeking additional experience and training or have completed the Introduction to Welding course. Students preparing for a certification may opt to take this class in preparation for certification.

Intermediate Welding	\$201.60	7:30 AM-3:30 PM	MT	8/18-12/6	Rm 171
Intermediate Welding	\$201.60	7:30 AM-3:30 PM	MT	9/8-12/6	Rm 171
Intermediate Welding	\$201.60	6-10 PM	MTW	8/18-12/6	Rm 171
Intermediate Welding	\$201.60	6-10 PM	MTW	9/8-12/6	Rm 171

Welding Certification Prep	\$201.60	6-10 PM	MTS	8/18-12/6	Rm 171
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This course is designed to prepare students for the American Welding Society's welding certification. This course is open only to experienced welders or students who have successfully completed the MCC Introduction to Welding course. The instructor holds certifications from the American Welding Society (AWS), American Society for Mechanical Engineers, American Petroleum Institute. The instructor is a Certified Welding Inspector and Certified Welding Educator through AWS. Students can take certification test welds in the class with the instructor

Save the Date

NOVEMBER 1, 2014

MCC Foundation Raffle

At the Garner Center
in Troy

Human Services Degree Puts Grad Back to Work

Joyce Cassidy worked for seven years in behavioral healthcare before she was laid off for lack of a degree. Joyce had plenty of education. She was a CNA II and a certified medication aide, she had taken the Health Care Specialist and Geriatrics courses, but the degree was still in the future. In order to continue to do the work she had come to love, she needed a four-year degree.

Joyce's first step was to enroll in the Human Services associate degree program at Montgomery Community College. The Human Services program trains individuals who want to go into social work. Human services workers find employment in health or child care settings, family service agencies, social services, and rehabilitation, correctional and educational facilities. Students entering the program usually have a strong desire to help others.

"The most fulfilling part about the program for me was finding out the needs of people and the situations they go through," said Joyce. "I learned how social work can help people out of their situations."

Joyce graduated in May with her associate degree and is now employed with Monarch, a behavioral healthcare service agency. Although she is back doing the work she loves, Joyce is now in the process of earning her bachelor's degree in human services with Gardner-Webb University. Gardner-Webb offers classes on MCC's campus, allowing Joyce the convenience of taking night and online classes around her work schedule.

"Taking the Human Services program at MCC was a great experience," said Joyce. "It was a great program with super teachers. They are very understanding and treat you like you are important to them. Being older, I was worried I wasn't going to be able to 'get'



JOYCE CASSIDY

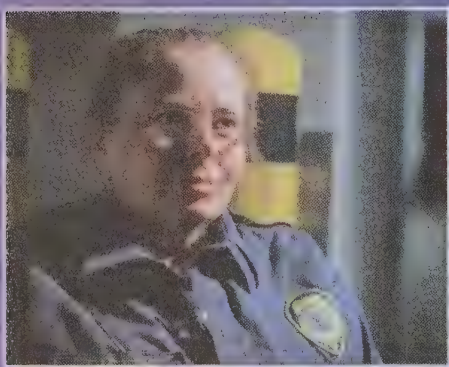
everything at once. The instruction was at a level I could understand, and the instructors helped me stay on track and answered all my questions," Joyce said.

For more information about the Human Services program, contact Human Services program head, Amy Friary, at (910) 576-6222, extension 207 or the MCC Enrollment Office at (910) 576-6222, extension 220.



DOING WHAT SHE DOES BEST - Joyce Cassidy serving others at a senior luncheon.

Two Careers – One Great Program



KATHERINE FIELDS

Katherine Fields and Justin Moon went into the Criminal Justice program at MCC with completely different goals. Fields had been around the block a few times and wanted to start a new career. Moon was an enthusiastic high school graduate who had dreams of becoming a law enforcement officer.

Moon said, "I graduated when I was 17. I was the youngest in my class, and I couldn't be a cop until I was 20, so I decided to get a degree that would help me in my work, and help me make more money."

Fields was enrolled in the Criminal Justice program when she landed a job with the North Carolina Department of Corrections. "I was probably six months into my studies when I got the job at Albemarle Correctional [Institute]," said Fields. "They were very interested in my educational background which played a role in my getting the job."

Fields was working on her Certificate in Corrections online when she was interviewed for the correctional officer position.

She says the certificate program was "basic training" for correctional officers. She completed the program this May and was awarded her certificate. "I have learned so much in this program. I learned how to cope with various situations, to perform investigations . . . and enhance other skills . . . for working with inmates on a daily basis," Fields said.

Moon was also busy learning until he could qualify for Basic Law Enforcement Training. Moon said the subjects that helped him out the most were constitutional law, juvenile justice, the court system, gangs, searching, fingerprinting, and "... as much as I hated

writing papers, English classes helped me a lot for writing my reports," he said.

Moon graduated from MCC with his associate degree in Criminal Justice Technology and then enrolled in Basic Law Enforcement Training. "The [Criminal Justice] program helped me a lot. It prepared me for my basic training because I had more background knowledge than most people going into it," Moon said.

When he finished his training, he applied for several officer positions and the Wilmington Police Department hired him. He said that his degree made him stand out over the other candidates who applied for the position. Now, he's living his dream.

The best thing about the Criminal Justice program, according to Moon, is the instructors. "They really interact with you and help you. They always had positive attitudes and encouraged me to work hard and do my best."

Fields said, "For me, the best thing about MCC's Criminal Justice program is that I could take it completely online in my own time. I work night shift and it was very hard for me to come up with a set day and time to do anything. I loved the fact that I could do the whole thing online."

MCC's Criminal Justice program is offered completely online or in a traditional classroom format. MCC's Basic Law Enforcement Training (BLET) program is offered in the evenings every fall semester. For more information about the Criminal Justice program contact Tracey Wyrick at (910) 576-6222,

extension 310. For information about the BLET program contact Perry Harris at (910) 576-6222, extension 244, or call the MCC Enrollment Office at (910) 576-6222, extension 220.



JUSTIN MOON

HVAC Graduates Get Great Jobs

Larry Culler, Art McCollum, David Davenport, Sirilo Estrada and Scott Brady were all training to become HVAC technicians at Montgomery Community College a few months ago. Today, they are all employed in the industry. Culler works for Moore County, McCollum with CC Dickson, Davenport with SS Services Heating & Air, Estrada with Comfort Services and Brady with Comfort South.

Students can train in the heating and air field at MCC full-time during the day, or part-time in the evenings, with the option of taking classes in an associate degree program or in a non-credit Continuing Education program. No matter which option the student chooses, the instruction is the same, and all students can qualify to take the required industry certifications.

For example, Larry Culler graduated from the Air Conditioning, Heating & Refrigeration Technology program in May and started working that same month. Culler had been working for Goodyear as a maintenance technician when the plant closed in December of 2012. Like many before him, he was out of a job and looking for work.

"I was in maintenance for 26 years," said Culler. "It was all I knew."

While searching for maintenance jobs he found that they all required some knowledge of HVAC. That's when Culler decided to enroll in the Heating & Air program on a full-time basis where he attended classes during the day. His instructor said it was obvious he would excel quickly and it took him only a year to earn his certificate.

"Larry has a work ethic you can't teach," said HVAC instructor, Ed Hinson. "He was always prepared for class, always had a great attitude, and tried to help the less experienced students."

Sirilo Estrada enrolled in the Continuing Education HVAC program on a part-time basis and attended school in the evening. Estrada started in the fall of 2012 and will finish the program in July. He is currently working toward his NATE (North American Technician Excellence) certification.



LARRY CULLER

Estrada was working in the furniture industry, then tried landscaping for a few years before coming to MCC. Neither job worked for him.

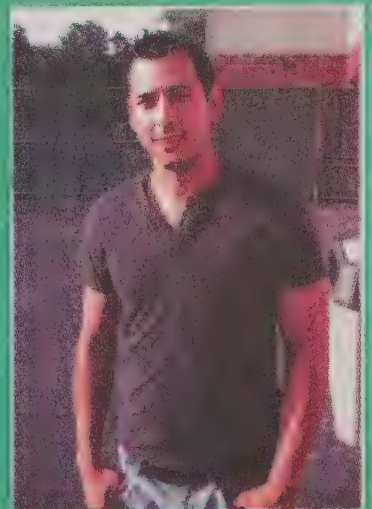
"I was looking for advancement because I was in dead-end jobs," Estrada said.

Estrada is already installing units from the ground up at Comfort Services in Moore County.

"I work under someone who is teaching me how to install units, but everything else I learned in class helps me catch up pretty quickly," Estrada said.

HVAC instructor Hinson said, "There is a definite need for technicians out there. This program is a good way to get the training."

For more information about the HVAC or Air Conditioning, Heating & Refrigeration programs contact Hinson at (910) 576-6222 extension 231, or the Continuing Education department at (910) 576-6222, extension 532.



SIRILO ESTRADA

Finding Fulfillment in a Second Career



GLORIA HORNE

Gloria Horne was a bus monitor for Montgomery County Head Start until the staff were talked into her going to MCC to get her degree in Early Childhood Education. Gloria is now a lead teacher at Candox Head Start, thanks to that associate degree.

"I currently work with the two-year-olds, but since I got my degree at MCC, I was encouraged to go further and get my bachelor's degree," said Horne. While attending MCC, Horne said she was inspired by the fact that at her age, she could still learn more and do more.

She is now enrolled at UNC Pembroke in the birth-throughergarten program. "With the ECE credentials, I can reach more children. I can also go into the school system," said Horne.

Horne was a little unsure about returning to school in her age. Her doubts were soon swept away by the atmosphere at MCC.

"Even with the age difference, I was able to fit in at MCC," said Horne. "The teachers welcomed us all and made us feel like family. For example, the younger students helped some of the older students to understand technology, and the younger students benefited from the experiences of the older students."

In the classroom, early childhood students learn creative activities in a hands-on environment where they incorporate play into learning experiences.

"Through play, children learn and use different tools and play items

to help them express themselves, be creative, and learn," said Horne. "We were taught to use all of the learning styles because we come across children who learn different ways in the classroom."

Babies, toddlers, and preschoolers have unique learning styles, just as do school-age children and adults, which is why early childhood education is an important prerequisite for persons who work in child care centers.

"We're not just babysitters," said Horne. "While attending MCC, we learned that each child is different and they all have different needs. We don't know their background or where they're coming from necessarily. As we get to know the child, we get to realize their needs and then help them in those areas."

Horne said the thing that stood out most to her about the Early Childhood program at MCC was the staff and the teachers.

"They took the time to help us with our scheduling. If there was a conflict because someone had to work or had other responsibilities, they worked with us. When we got frustrated, they took time to listen. They encouraged us and pushed us to go on. MCC cares," said Horne.

For more information about the Early Childhood Education program at MCC, please contact program head, Darlene Brown, at (910) 576-6222, extension 376 or the Enrollment Office at (910) 576-6222, extension 220.



when ready.

Career and College Readiness

Adult Secondary Education (formerly GED®)

Classes are offered for the adult who desires to complete studies for the Adult High School Equivalency Diploma (formerly GED®) or to review reading, math, and English skills. Instruction is available to the non-reader. Instruction is individualized and students progress at their own pace.

Before enrolling in a class, an individual must attend a registration/orientation session. Minors (16-17 years of age) may enroll in the program but need to obtain a Minor Release Form to be completed by a parent or legal guardian and the Board of Education before registering. For further information please contact Kathy Garner-Smith, Career and College Readiness Coordinator, at (910) 576-6222 extension 236. **All Career and College Readiness classes are free.**

Registration & Orientation

Every Tuesday, 9:00 AM or 5:30 PM, Room 149

If you are unable to attend one of the above sessions, please contact Jamie Kellis, Assessment/Retention Specialist at (910) 576-6222, extension 254, or Kathy Garner-Smith, Career and College Readiness Coordinator at (910) 576-6222, extension 236 to set up an appointment.

Adult High School Equivalency Diploma (formerly GED®) classes

Douglas	8:30 AM-12:30 PM	MTWTh	8/18-12/11	Rm 138
Douglas	12:30-3 PM	MTWTh	8/18-12/11	Rm 138
Comer	6-9 PM	MTWTh	8/18-12/11	Rm 138
James (Math only)	9 AM-12 PM	F	8/22-12/12	Rm 138
Thompson	9 AM-1 PM	S	8/16-12/12	Rm 138
TBA	TBA	TBA	8/18-12/12	Highland Center
TBA	TBA	TBA	8/18-12/12	Brutonville

**Cagle	9-11:30 AM	MTWThF	8/18-12/12	Jesse Cole Ctr. Biscoe
**Cagle	12-3 PM	MTWThF	8/18-12/12	Jesse Cole Ctr. Biscoe

****Students must apply for the program through Monarch and be approved for day program services to be eligible for these classes.**

Adult High School (Official transcripts required)

McIntyre	8:30 AM-12:30 PM	MTWTh	8/18-12/11	TBA
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English as a Second Language

Would you like, or do you know anyone who would like to . . .

- Learn English in a fun and practical way with experienced teachers?
- Improve reading and writing skills in English?
- Improve skills with regard to communication in the workplace, schools, and community agencies?

This is a great opportunity for you, your family, and your friends. The classes adapt to students of all levels — beginning, intermediate, and advanced — and are completely free. You can begin at any time during the semester. If necessary, you may bring your children. Call 910-576-6222 ext. 249 for more information. If we are not here when you call, please leave your name and number, and I will return your call as soon as I can. Please share this information with your relatives, friends, and co-workers. Lead instructor: Abraham Encinas, MA

Clases de Inglés (gratis)

Le gustaría usted, o conoce alguien a quien le gustaría . . .

- ¿Aprender inglés de una manera práctica y entretenida con profesores expertos en ESL?
- ¿Mejorar su habilidad de comunicarse y entender inglés en diferentes situaciones (como en la escuela, el centro de trabajo, bancos, tiendas, etc.)?
- ¿Mejorar sus oportunidades de comunicarse y encontrar trabajo?

Ésta es una gran oportunidad para usted, su familia y sus amigos. Las clases se acomodan a todos los estudiantes — principiantes, intermedios y avanzados — y son completamente gratis. Puede empezar en cualquier momento durante el semestre. Puede traer a sus niños, si es necesario. Llame al 910-576-6222 ext. 249 para obtener mayor información. En cuanto escuche la contestadora automática, marque 249 para español. Si no estamos cuando llame, por favor deje su nombre y número para llamarle luego. Por favor, comparta esta infamación con sus familiares, amigos y compañeros de trabajo. Maestro principal: Abraham Encinas, MA

Encinas	9 AM-12 PM	LMi	8/18-12/17	Iglesia adventista del 7 Día, Biscoe 7th Day Adventist Church, Biscoe
Encinas	9 AM-12 PM	MW	8/18-12/17	
Encinas	5-8 PM	MJ	8/19-12/18	Iglesia adventista del 7 Día, Biscoe 7th Day Adventist Church, Biscoe
Encinas	5-8 PM	TTh	8/19-12/18	
Morales	5-8 PM	LV	8/18-12/15	Primera iglesia bautista, Biscoe (Frente a restaurant Sarita's) First Baptist Church, Biscoe
Morales	5-8 PM	MF	8/18-12/15	
Leal	6-9 PM	LJ	8/18-12/18	Iglesia de Dios ebenezer, Biscoe Ebenezer Church, Biscoe
Leal	6-9 PM	MTh	8/18-12/18	
Encinas	9 AM-12 PM	MJ	8/19-12/18	Old EMS Bldg., Candor (Detrás de los bomberos) Old EMS Bldg., Candor
Encinas	9 AM-12 PM	TTh	8/19-12/18	
Encinas	5-8 PM	LMi	8/18-12/17	Old EMS Bldg., Candor (Detrás de los bomberos) Old EMS Bldg., Candor
Encinas	5-8 PM	MW	8/18-12/17	
Morales	8:30-11:30 AM	MJ	8/19-12/18	Iglesia ríos de agua viva & biblioteca pública, Troy (Hay tutoría de niños en edad escolar) Ríos de Agua Viva Church & Public Library, Troy
Morales	8:30-11:30 AM	TTh	8/19-12/18	
Morales	5-8 PM	MJ	8/19-12/18	Iglesia del metodista unida, Candor United Methodist Church, Candor
Morales	5-8 PM	TTh	8/19-12/18	

*Para iniciar clases en Star, Mount Gilead, y Belacres (Beleicos), se necesitan siete o más alumnos. Si está interesado, por favor llámenos. Llame al 910-576-6222, extensión 249 para obtener mayor información. En cuanto escuche la contestadora automática, marque 249 para español. Si no estamos cuando llame, por favor deje su nombre y número para llamarle luego. Por favor, comparta esta infamación con sus familiares, amigos y compañeros de trabajo. Maestro Principal: Abraham Encinas, MA, encinasa@montgomery.edu

For classes in Star, Mount Gilead and Belacres, please call (910) 576-6222, extension 249 if interested. Seven (7) students minimum to open any of these classes. Call (910) 576-6222, extension 249 for more information. Please share this information with your relatives, friends, and co-workers. Lead Instructor/Recruiter: Abraham Encinas, MA encinasa@montgomery.edu

Small Business Center Seminars

The Small Business Center is a resource provided by the State of North Carolina and Montgomery Community College to help small businesses succeed. We provide confidential business counseling services, business skills seminars and access to vital resources and information, all free of charge. Certificates will be provided to all seminar attendees. Advance registration for Small Business Center seminars is recommended as seminars with less than three advance registrations may be canceled. To make an appointment for counseling services, for more information, or to register for seminars, please contact Richard Hinson at 910-576-6222, extension 216, or at hinsonr@montgomery.edu. For seminar locations, please inquire at registration or visit the Small Business Center website at www.montgomery.edu/small-business-center.html.

All Small Business Center seminars are free of charge.

Basic Information for Present & Prospective Business Owners & Entrepreneurs

Are You Ready to Be a Business Owner? 6-9 PM W 9/24 Steve Carver

If you are considering starting, buying or revitalizing a small business, you will need certain basic business skills in order to develop a solid business plan to thoroughly evaluate your business idea. You will also need to be prepared to deal with the challenges and opportunities that every business owner will face in order to be successful. Discover some of the basic pitfalls to avoid as you prepare to begin your business venture.

Choosing the Right Business to Start 6-9 PM W 10/15 Steve Carver

If you are considering starting, buying or revitalizing a small business, you will need to select a business type that is compatible with your business skills, your dreams, and your resources. Over 500 different types of businesses will be discussed in order to help you identify multiple profit centers to include in your business to maximize your chances for success. Several major concerns for business startups will be discussed, including naming your business, bookkeeping, customer service and legal considerations.

How to Start Your Own Business 6-9 PM T 8/19 Mike Bowyer

ABCs of Starting Your Own Business 6-9 PM Th 10/16 Mike Collins

How to Start Your Own Business 6-9 PM T 11/4 Wendy Berry

Learn the basics required to start your own business with minimum risk and limited investment. Analyze potential opportunities to use your skills and resources to start a business. Learn the importance of developing a written business plan before starting your business venture.

How to Write a Business Plan 6-9 PM Th 8/21 Mike Bowyer

How to Write a Business Plan 6-9 PM Th 9/18 Wendy Berry

How to Write a Business Plan 1:30-4:30 PM W 10/8 Breon Allen

How to Write a Business Plan 6-9 PM Th 11/13 Steve Carver

Learn how to write a business plan to fully evaluate and develop your business idea and maximize your opportunity to be successful. What are your special talents and skills? Learn to assess them based on your habits and lifestyle preferences to determine if your business idea will work for you. Discover how to create a marketing plan and a cash flow analysis to evaluate the potential success of your business idea. Learn the financial advantages of starting your business without quitting your present job to allow you to pay your bills while your business grows.

Financing Your Business Startup 6-9 PM T 8/26 Mike Bowyer

Financing Your Business Venture 6-9 PM Th 9/25 Wendy Berry

Discover how a strong business plan can help you obtain financing for your business startup. Delve into various funding sources for business ventures. Identify ways to evaluate your financing options and ways to improve your chances of getting the funding to start and operate your business. Find out how the Small Business Technology Development Center (SBTDC) and the Small Business Administration (SBA) can help you in this important process.

Small Business Center (910) 576-6222, ext. 216

Marketing Information for Present & Prospective Business Owners & Entrepreneurs

Marketing Your Business	6-9 PM	Th	8/28	Mike Bowyer
Marketing Your Business	1:30-4:30 PM	W	10/29	Breon Allen
Marketing Your Business	6-9 PM	T	11/11	Wendy Berry

Discover marketing techniques and inexpensive advertising ideas that can help a small business prosper. Evaluate your competition and increase your share of the market. Explore marketing systems using the internet. Both small business owners and entrepreneurs will benefit from these fresh marketing ideas.

Dynamite Marketing on a Firecracker Budget 1:30-4:30 PM Th 10/16 Mike Collins

Learn how to market your business economically with a low-cost marketing plan. Learn how to find new customers and reinforce relationships with existing customers by utilizing inexpensive marketing techniques. Learn what marketing strategies will generate the most profits for your business.

Hands-on Facebook Marketing 6-9 PM TBA TBA Teresa Broadway

Learn through hands-on demonstrations how you can effectively market your products or services on Facebook. During this class, internet marketing expert Teresa Broadway will set up a Facebook page and demonstrate the basics of establishing the identity of your business, listing your products or services, and providing potential customers with an opportunity to place orders and make payments with your business. Learn how Facebook marketing can help your business generate sales by reaching Facebook users all over the country.

Social Media Marketing Strategies 6-9 PM TBA TBA Teresa Broadway
Twitter, Facebook, YouTube & More

Learn the latest marketing strategies to attract more customers and increase your sales with less work and expense through the power of social media. Learn how to connect with customers and prospects, generate more leads, and be perceived as the expert in your field. Examine ways to increase revenues, reduce marketing expenses and get the word out about your business with social media marketing. Discover methods to create a following with Twitter, Facebook, YouTube and other social media sites that will have people talking about your business.

Setting Up a Business Website 6-9 PM TBA TBA Teresa Broadway

Business owners and prospective entrepreneurs will be guided through the process of developing a business website including the concepts of effectively marketing your products or services on your website. Learn how to set up a shopping cart to allow internet customers to purchase your products or services online. Discover how several different payment processors work and learn the advantages and disadvantages of each one. Learn the basic principles of search engine optimization to help you attract more potential customers to your website.

Selling to the Federal Government 1:30-4:30 PM W 11/12 Linn Owen
NCMBC Overview

The North Carolina Military Business Center (NCMBC) connects small and mid-size businesses with military and other federal business opportunities. The NCMBC will provide an overview of its services and explain how to evaluate military and other federal business opportunities. NCMBC services include: a business assistance team that finds opportunities, notifies businesses and helps them develop winning proposals; access to the State’s official, FREE web portal, www.MatchForce.org, which automatically matches NC businesses to federal opportunities; and strategic initiatives to position North Carolina businesses to win future military contracts.

Best Practices for Present & Prospective Business Owners & Entrepreneurs
How to Enhance Your Negotiating & Forecasting Skills 6-9 PM T 10/14 Steve Carver

Learn how to use advanced negotiating tactics involving body language, facial expressions, tone of voice and silence to obtain more favorable sales and purchase prices and increase your profits in their business transactions. Learn how professional forecasting strategies can generate more inventory turns and improve your cash flow. Learn how highly successful seasonal product promotions can increase the profits of your business. Discover how to develop better relationships with your customers, allowing your business to be more successful.

Dealing with Conflicts in the Business World 1:30-4:30 PM T 9/16 Breon Allen

Conflict in the business world is inevitable but it does not have to force business owners to take sides and create major disruptions in your business. Instead, conflict can be viewed as an opportunity for change and growth. This seminar examines how to identify the basic causes of conflict and how to focus on preventing conflicts from disrupting the business environment. Examine what to do when conflicts occur, treat the causes rather than the symptoms, move toward successful resolution and use the experience to enhance your business environment and improve your business relationships.

Dealing with Difficult Employees & Customers 1:30-4:30 PM T 10/7 Emily Ballance

They ask for special treatment, take up your time and test your patience. Learn how to communicate more effectively with customers, employees and others to decrease misunderstandings, minimize conflicts and reduce stress. Analyze the different personality types and learn how to effectively communicate and develop better relationships with individuals from each personality type.

Managing Stress & Preventing Burnout for Business Owners 6-9 PM T 10/7 Emily Ballance

Are you dragging yourself to work and back? Find out some of the reasons why during this insightful seminar. Learn how to put enthusiasm back into your work and into your employees. Learn how to recognize early signs of stress and burnout and how to address them quickly and effectively. Leave with new strategies for self-care, a plan for a healthier lifestyle and 25 tips to help you decrease stress.

Fifteen Common Mistakes That Will Undermine Your Business 6-9 PM T 10/28 Bob Moore

We have all heard the old saying that we should learn from others' mistakes. Opening and operating a business normally involves a great deal of time and a substantial financial investment. During this seminar, you will examine the fifteen most common mistakes made by entrepreneurs and business owners that ultimately undermine their business. If you are a current business owner or if you plan to start a business soon, this seminar will prove to be very valuable in helping you develop a legal, profitable and growing business. Make a solid investment in the survival of your business by learning how to avoid these fifteen common mistakes.

Why Successful Businesses ARE Successful 6-9 PM Th 10/30 Bob Moore

Too often we hear that luck is the main reason a business fails or succeeds; however, successful businesses share common traits and luck is not one of them! After researching hundreds of small businesses in North Carolina, South Carolina, and Virginia for the past nine years, Bob Moore created this seminar which reveals common traits that successful small businesses possess. Opening and operating a small business involves a huge investment of time, talent and resources. Don't depend on luck; make your own success with the secrets shared in this seminar!

Small Business Center (910) 576-6222, ext. 216

How to Rejuvenate Your Business **1:30-4:30 PM** **TWTh** **11/4-6** **Bud Young**

This seminar, offered at three different locations within Montgomery County, is recommended for business owners and entrepreneurs who want to learn how to evaluate their existing marketing efforts and discover new affordable marketing techniques to build a stronger sales base in a soft market. Discover the rewarding process of reinventing your business and developing a fresh, comprehensive business plan to establish new business relationships and increase your share of the available market for your products or services. Presenter Bud Young served as the VP of sales and marketing for Capel Rugs for many years and possesses the experience that helped make Capel Rugs successful.

How to Market Your Invention **1:30-4:30 PM** **TWTh** **11/18-20** **Bud Young**

This seminar, offered at three different locations within Montgomery County, will cover the options available to the inventor to successfully market an invention. Topics include obtaining a patent versus obtaining patent pending status, designing and building a prototype yourself versus selecting a manufacturing company to make your products, and marketing your invention to the public.

Strategies for Effective Supervision **1:30-4:30 PM** **W** **9/10** **Breon Allen**

This seminar is recommended for small business owners who would like to improve their supervisory skills or improve the effectiveness of their supervisors. Many business owners supervise employees without any management training, or they promote supervisors from the production floor or office pool without supervisory training. This seminar will provide you with the basic techniques to be effective. You will learn the principles of managing employees in a way that will allow you to earn their respect and cooperation. You will learn how to communicate effectively with employees and with management, how to develop your listening skills in order to find the true cause of a problem, and how to resolve conflicts between employees under your supervision.

How to Make Money with a Worm Farm Business **1:30-4:30 PM** **Th** **10/30** **Steve Little**

Learn how this part-time business venture can generate income for you in several different ways. Learn the basics of raising, harvesting, and marketing worms and worm products. Learn the importance of internet marketing to this business endeavor. Learn how to design your website to provide potential customers with the opportunity to evaluate and order your products. Learn the procedures for shipping worms and worm products to ensure the safe and prompt delivery of your orders. Steve Little operates a very successful worm farm business in Lexington. Steve will display examples of worms and worm products and explain the best practices to use to generate income from a worm farm business.

Making Money with a Mowing/Cleaning/Pressure Washing Business **6-9 PM** **W** **9/17** **Steve Carver**

Mowing, cleaning or pressure washing businesses are popular startups for entrepreneurs who want to supplement their income with minimum investment and low risk. Steve Carver operates very successful businesses in each of these areas and will share best practices and important insight into how you can make money with these types of business ventures.

Seven Habits of Highly Effective People **9 AM-3 PM** **Th** **12/4** **Lin Mitchell**

Do you have trouble with unpredictable changes, poor communication, low trust levels, and stagnant performance levels in your life? Learn how to solve these problems using The Seven Habits of Highly Effective People by Stephen Covey. These habits can help you balance all aspects of your life, define yourself from within to become more influential, replace burnout with high levels of satisfaction, increase trust levels, meet needs more effectively through better understanding, increase your productivity and quality of work, and understand and meet the need of others better. This seminar is a NC Board of Funeral Service-approved five-hour continuing education course.

Legal Concerns for Business Owners & Entrepreneurs

Legal Considerations for Business Owners 6-9 PM T 9/9 Harry Fisher

Learn the advantages and disadvantages of the basic types of business structures. Learn how much legal protection you need to conduct business, how to design a basic contract to ensure that you will receive prompt payment for your products or services, and evaluate the basic legal needs of your small business through open discussion with an experienced attorney.

Legal Strategies for Business Owners for Major Life & Death Issues 6-9 PM T 9/23 Harry Fisher

Learn how having basic legal documents in place can protect you from financial disaster such as Power of Attorney, Healthcare Power of Attorney, Living Will, Key Person Insurance, Testamentary Will, Trust for Minor Children, and Business Agreements as to Death or Withdrawal. Evaluate your basic legal needs to prepare for your future and protect yourself and your heirs from physical and financial hardship through open discussion with an experienced attorney.

Financial Planning, Bookkeeping & Taxes for Business Owners & Entrepreneurs

Accounting, Financial Planning & Taxes 6-9 PM Th 9/4 Mike Bowyer

Are you a do-it-all-yourself business owner? Do you have great people skills but wish you had a better grasp on your finances? Whether you do it yourself or have an accountant, this seminar will help you better understand the financial operations of your business. Learn to analyze supply and equipment costs, profit/loss statements, break-even points, and cash flow, which can help generate more opportunities for profit. Gain understanding about advantages and disadvantages of certain business structures and how this affects your tax rates, schedules and strategies. Learn how to utilize a business plan to improve your cash flow.

Small Business Record Keeping & Taxes 6-9 PM Th 9/11 Wendy Berry

Learn to analyze start-up costs, break-even points, cash flow, supply costs, equipment costs, operating costs and profit/loss opportunities. Learn small business tax rates, tax schedules and tax strategies. Learn the advantages and disadvantages of the various types of small business structures. Learn how to utilize your business plan to operate within your budget.

How to Raise Your Credit Score to 740 Points 6-9 PM T 9/30 Bob Moore

Using several proven methods, you can increase your credit score significantly within 60 days. Your credit score not only determines whether or not you can obtain a loan, but may also determine the interest rate, your insurance premiums, and your utility service deposits. Learn how to read a credit report and what factors are used in calculating your FICO or Beacon Score. Learn legal tricks credit bureaus do not reveal concerning how to raise your credit score simply by the way you use your credit cards, treat inquiries, make payments and carry balances.

Investment Planning Strategies TBA TBA TBA Michael Hayes

Learn the basic principles of saving and investing along with more specific strategies to help you reach your long-term financial goals. Delve into the differences in the major types of investments including stocks, bonds and mutual funds. Learn investment terminology. Discover the importance of asset allocation. Explore specific strategies to minimize risk and tax liability while maximizing retirement savings. Evaluate your retirement planning needs through open discussion with an experienced financial advisor.

Curriculum Schedule of Classes

New Student Information

If you have never attended Montgomery Community College, you may follow these steps to help you get started on a degree, diploma or certificate:

1. Submit a completed admission application (available at www.montgomery.edu, or pick one up at MCC.)
2. Request official high school, GED®, and/or college transcripts.
3. Take the placement test. Visit www.montgomery.edu and click on “Students” and “Testing” for a schedule of placement testing sessions.
4. Apply for financial aid (if desired). Visit www.montgomery.edu and click on “Students” and “Financial Aid” for a step-by-step application.

For non-credit classes, see Continuing Education Registration on page 4.

Registration

ADVISING & REGISTRATION FOR NEW STUDENTS BY APPOINTMENT: JULY 7 - 18

Basic Law Enforcement Training registration July 15, 5:30 PM

**Dental Assisting, Gunsmithing, Medical Assisting & Practical Nursing
mandatory registration July 22**

Late registration: August 13, 9:00 AM - 11:00 AM & 5 PM - 7:00 PM

Submit your application *now* for fall term!

Academic Calendar

Fall Semester 2014

July 7 - 18.....	Open registration for new students by appointment
August 13	Late registration
August 18	Classes begin
August 27	Last day for partial tuition refund
September 1	Labor Day holiday
October 13 - 14.....	Fall break
October 15.....	Mid-term
October 16.....	2nd 8-week session begins
October 27 - November 7.....	Advising for spring semester (current students)
November 1.....	Financial Aid priority deadline for spring semester
November 10 - 21.....	Spring registration by appointment (new students)
November 13.....	Last day to drop a course with a “W”
November 25 - 29.....	Thanksgiving holiday break
December 16.....	Term ends

Curriculum Schedule of Classes

Section Key: 01-03 Day, 50-52 Evening, 90 Weekend, TBA To Be Announced, LL Learning Lab, W Online, H Highway Room, C Hybrid

Course #	Section	Course Title	Credits	Instructor	Room	Days	Time
ACA-085	01C	IMPROVED STUDY SKILLS	1	HOPKINS	237	MW	02:00P-02:50P
ACA-085	018B	IMPROVED STUDY SKILLS (2nd 8 weeks)	1	TBA	237	MTWTH	09:30A-10:20A
ACA-085	50	IMPROVED STUDY SKILLS	1	BEANE	237	MW	07:30P-08:20P
ACA-111	018A	COLLEGE STUDENT SUCCESS (1st 8 weeks)	1	TBA	230	MW	01:00P-01:50P
ACA-111	W18A	COLLEGE STUDENT SUCCESS (1st 8 weeks)	1	TBA	ONLINE		
ACA-111	W18B	COLLEGE STUDENT SUCCESS (2nd 8 weeks)	1	TBA	ONLINE		
ACA-122	018C	COLLEGE TRANSFER SUCCESS (1st 8 weeks)	1	NELSON	230	TTH	08:30A-09:20A
ACC-120	01	PRIN. OF FINANCIAL ACCOUNTING	4	BERRY	230	TTH	12:30P-02:45P
ACC-120	50	PRIN. OF FINANCIAL ACCOUNTING	4	BERRY	230	TTH	07:00P-09:15P
ACC-120	W1	PRIN. OF FINANCIAL ACCOUNTING	4	BERRY	ONLINE		
AHR-110	018A	INTRO TO REFRIGERATION (1st 8 weeks)	5	HINSON	166/168	MTWTH	08:00A-11:50A
AHR-110	50	INTRO TO REFRIGERATION	5	WHITLEY	168	MW	05:00P-09:00P
AHR-113	018B	COMFORT COOLING (2nd 8 weeks)	4	HINSON	166/168	MTW	08:00A-11:50A
*AHR-130	01	HVAC CONTROLS	3	HINSON	166/168	TH	12:30P-04:30P
*AHR-140	01	ALL WEATHER SYSTEMS	2	HINSON	166/168	T	12:30P-04:20P
AHR-160	014B	REFRIGERANT CERTIFICATION (3rd 4 weeks)	1	HINSON	168	TH	08:00A-11:50A
AHR-160	504B	REFRIGERANT CERTIFICATION (4th 4 weeks)	1	TBA	168	T	05:00P-09:00P
AHR-211	01	RESIDENTIAL SYSTEM DESIGN	3	HINSON	166/168	MW	01:00P-02:50P
*AHR-212	01	ADVANCED COMFORT SYSTEMS	4	WHITLEY	166/168	MW	12:00P-03:50P
ART-111	W1	ART APPRECIATION	3	MCCLANAHAN	ONLINE		
+BIO-094	01	CONCEPTS OF HUMAN BIOLOGY	4	TBA	101	M	02:00P-04:50P
						W	02:00P-03:50P
+BIO-094	50	CONCEPTS OF HUMAN BIOLOGY	4	TBA	101	M	05:30P-08:20P
						W	05:30P-07:20P
BIO-106	01	INTRO TO ANAT/PHYSIO/MICROBIO	3	BUNTING	101	TTH	08:30A-10:20A
BIO-111	01	GENERAL BIOLOGY	4	BUNTING	226	MW	09:30A-10:45A
					101	F	08:30A-11:20A
BIO-111	50C	GENERAL BIOLOGY	4	BUNTING	101	T	05:30P-08:20P
BIO-155	W1	NUTRITION	3	BUNTING	ONLINE		
BIO-165	01	ANATOMY AND PHYSIOLOGY I	4	ROBINSON	101	MW	11:00A-12:15P
						TH	11:00A-01:50P
BIO-165	02	ANATOMY AND PHYSIOLOGY I	4	ROBINSON	101	MW	11:00A-12:15P
						W	02:00P-04:50P
BIO-165	50C	ANATOMY AND PHYSIOLOGY I	4	ROBINSON	101	TH	05:30P-08:20P
BIO-165	W1	ANATOMY AND PHYSIOLOGY I	4	ROBINSON	ONLINE		
*BIO-166	01	ANATOMY AND PHYSIOLOGY II	4	ROBINSON	101	MW	12:30P-01:45P
					102	TH	11:00A-01:50P
*BIO-166	50C	ANATOMY AND PHYSIOLOGY II	4	ROBINSON	102	TH	05:30P-08:20P
*BIO-166	W1	ANATOMY AND PHYSIOLOGY II	4	ROBINSON	ONLINE		
BUS-110	01	INTRO TO BUSINESS	3	COLLINS	141	MW	02:00P-03:15P
BUS-110	50	INTRO TO BUSINESS	3	COLLINS	230	M	07:00P-09:50P
BUS-110	W1	INTRO TO BUSINESS	3	COLLINS	ONLINE		
BUS-137	W1	PRINCIPLES OF MANAGEMENT	3	COLLINS	ONLINE		
BUS-240	01	BUSINESS ETHICS	3	THOMAS	216	TTH	11:00A-12:15P
BUS-240	W1	BUSINESS ETHICS	3	COLLINS	ONLINE		
CHM-151	01	GENERAL CHEMISTRY	4	TBA	102	TBA	TBA
CIS-110	01	INTRO TO COMPUTERS	3	TBA	216	TTH	08:00A-09:50A
CIS-110	W1	INTRO TO COMPUTERS	3	TBA	ONLINE		
CIS-110	W1H	INTRO TO COMPUTERS	3	KARRAS	ONLINE		
CIS-110	W2	INTRO TO COMPUTERS	3	TBA	ONLINE		
CIS-111	01	BASIC PC LITERACY	2	TBA	216	MW	08:00A-09:20A
CIS-111	02	BASIC PC LITERACY	2	TBA	217	MW	08:00A-09:20A

* Prerequisite course(s) required. + Corequisite course(s) required.

PLEASE NOTE: High school students are ineligible to take courses in which the course number begins with "0." (Example: ENG 080)

Curriculum Schedule of Classes

Section Key: 01-03 Day, 50-52 Evening, 90 Weekend, TBA To Be Announced, LL Learning Lab, W Online, H Highway Room, C Hybrid

Course #	Section	Course Title	Credits	Instructor	Room	Days	Time
CIS-111	03	BASIC PC LITERACY	2	TBA	216	MW	10:00A-11:20A
CIS-111	W1	BASIC PC LITERACY	2	TBA	ONLINE		
CIS-111	W2	BASIC PC LITERACY	2	TBA	ONLINE		
CIS-111	W3	BASIC PC LITERACY	2	TBA	ONLINE		
*CIS-115	W1	INTRO. TO PROGRAM. & LOGIC	3	TBA	ONLINE		
CJC-100	50	BASIC LAW ENF. TRAINING (BLET)	19	HARRIS	507	MTWTHS	05:30P-10:30P 08:00A-05:00P
CJC-111	01	INTRO TO CRIMINAL JUSTICE	3	WYRICK	512	MW	09:30A-10:50A
CJC-111	W1	INTRO TO CRIMINAL JUSTICE	3	WYRICK	ONLINE		
CJC-112	01	CRIMINOLOGY	3	TBA	512	MW	01:00P-02:20P
CJC-112	W1	CRIMINOLOGY	3	EURY	ONLINE		
CJC-221	01	INVESTIGATIVE PRINCIPES	3	WYRICK	512	TTH	10:00A-11:50A
CJC-221	W1	INVESTIGATIVE PRINCIPES	3	WYRICK	ONLINE		
CJC-225	01	CRISIS INTERVENTION	3	WYRICK	512	MW	11:00A-12:20P
CJC-225	W1	CRISIS INTERVENTION	3	WYRICK	ONLINE		
CJC-231	01	CONSTITUTIONAL LAW	3	TBA	512	MW	02:30P-03:50P
CJC-231	W1	CONSTITUTIONAL LAW	3	TBA	ONLINE		
CJC-241	01	COMMUNITY-BASED CORRECTIONS	3	TBA	512	TTH	02:30P-03:50P
CJC-241	W1	COMMUNITY-BASED CORRECTIONS	3	EURY	ONLINE		
COE-111	01F	CO-OP WORK EXPERIENCE	1	STRONG	OFF CAMPUS	F	08:00A-06:00P
COM-110	01	INTRO TO COMMUNICATION	3	VAN SINDEREN	229	TTH	02:00P-03:15P
*CTS-125	01	PRESENTATION GRAPHICS	3	DENNIS	217	MW	10:30A-12:20P
*CTS-125	W1	PRESENTATION GRAPHICS	3	HUDSON	ONLINE		
*CTS-250	W1	USER SUPPORT & SOFTWARE EVAL.	3	TBA	ONLINE		
*CTS-289	W1	SYSTEM SUPPORT PROJECT	3	TBA	ONLINE		
DBA-110	W1	DATABASE CONCEPTS	3	TBA	ONLINE		
DDT-110	W18A	DEVELOPMENTAL DISABILITY (1st 8 weeks)	3	NICHOLSON	ONLINE		
*DDT-120	W18B	TEACHING DEVELOP. DISABLED (2nd 8 weeks)	3	NICHOLSON	ONLINE		
*DDT-210	W18B	DDT HEALTH ISSUES (2nd 8 weeks)	3	NICHOLSON	ONLINE		
DDT-220	W18A	PROGRAM PLANNING PROCESS (1st 8 weeks)	3	NICHOLSON	ONLINE		
DEN-100	01	OROFACIAL ANATOMY	2	MCALLISTER	154/175	T	01:30P-03:20P
DEN-101	01	PRECLINICAL PROCEDURES	7	MCALLISTER	154/175	MW TTH	09:00A-12:00P 10:45A-12:35P
DEN-102	01A	DENTAL MATERIALS	5	MCALLISTER	154/175	TH F	01:30P-04:20P 08:00A-11:50A
DEN-102	01B	DENTAL MATERIALS	5	MCALISTER	154/175	TH F	01:30P-04:20P 12:30P-04:20P
DEN-111	01C	INFECTION CONTROL	2	MCALLISTER	154/175	W	01:00P-02:00P
DMA-010	LL	OPERATIONS WITH INTEGERS	1	HENDRIX	218	MTWTH F	09:00A-07:00P 09:00A-03:00P
*DMA-020	LL	FRACTIONS AND DECIMALS	1	HENDRIX	218	MTWTH F	09:00A-07:00P 09:00A-03:00P
*DMA-030	LL	PROPORTIONS/RATIO/RATE/PERCENT	1	HENDRIX	218	MTWTH F	09:00A-07:00P 09:00A-03:00P
*DMA-040	LL	EXPRESSIONS/LINEAR EQ/INEQUAL	1	HENDRIX	218	MTWTH F	09:00A-07:00P 09:00A-03:00P
*DMA-050	LL	GRAPHS/EQUATIONS OF LINES	1	KLASS	218	MTWTH F	09:00A-07:00P 09:00A-03:00P
*DMA-060	LL	POLYNOMIAL/QUADRATIC APPS	1	KLASS	218	MTWTH F	09:00A-07:00P 09:00A-03:00P
*DMA-070	LL	RATIO EXPRESSIONS/EQUATIONS	1	KLASS	218	MTWTH F	09:00A-07:00P 09:00A-03:00P
*DMA-080	LL	RADICAL EXPRESSIONS/EQUATIONS	1	KLASS	218	MTWTH F	09:00A-07:00P 09:00A-03:00P
DMS-002	LL	DEVELOPMENTAL MATH SHELL 2	2	HENDRIX	218	MTWTH F	09:00A-07:00P 09:00A-03:00P
DMS-003	LL	DEVELOPMENTAL MATH SHELL 3	3	KLASS	218	MTWTH F	09:00A-07:00P 09:00A-03:00P
DRA-111	W1	THEATRE APPRECIATION	3	MARSHALL	ONLINE		
DRE-096	01C8A	INTEGRATED READING & WRITING (1st 8 weeks)	3	TBA	236	MTWTH	11:00A-12:20P

Curriculum Schedule of Classes

Section Key: 01-03 Day, 50-52 Evening, 90 Weekend, TBA To Be Announced, LL Learning Lab, W Online, H Highway Room, C Hybrid

Course #	Section	Course Title	Credits	Instructor	Room	Days	Time
DRE-096	01C8B	INTEGRATED READING & WRITING (2nd 8 weeks)	3	BEVERLY	238	MTWTH	11:00A-12:20P
DRE-096	02C8A	INTEGRATED READING & WRITING (1st 8 weeks)	3	BEVERLY	238	MW	03:30P-05:20P
DRE-096	50C8A	INTEGRATED READING & WRITING (1st 8 weeks)	3	BEANE	238	MW	05:30P-07:20P
*DRE-097	01C8A	INTEGRATED READ AND WRITING II (1st 8 weeks)	3	HOPKINS	237	MTWTH	11:00A-12:20P
*DRE-097	02C8A	INTEGRATED READING & WRITING II	3	HOPKINS	237	MW	03:30P-05:20P
*DRE-097	01C8B	INTEGRATED READING & WRITING II (2nd 8 weeks)	3	BEVERLY	236	MTWTH	11:00A-12:20P
*DRE-097	02C8B	INTEGRATED READING & WRITING II (2nd 8 weeks)	3	BEVERLY	238	MW	03:30P-05:20P
*DRE-097	50C8A	INTEGRATED READING & WRITING II (1st 8 weeks)	3	HOPKINS	237	MW	05:30P-07:20P
*DRE-097	50C8B	INTEGRATED READING & WRITING II (2nd 8 weeks)	3	BEANE	238	MW	05:30P-07:20P
*DRE-098	01C8A	INTEGRATED READING & WRITING III (1st 8 weeks)	3	BEVERLY	238	MTWTH	09:30A-10:50A
*DRE-098	01C8B	INTEGRATED READING & WRITING III (2nd 8 weeks)	3	HOPKINS	237	MTWTH	11:00A-12:20P
*DRE-098	50C8B	INTEGRATED READING & WRITING III (2nd 8 weeks)	3	HOPKINS	237	MW	05:30P-07:20P
ECO-252	01	PRINCIPLES OF MACROECON	3	TBA	TBA	TBA	TBA
ECO-252	W1	PRINCIPLES OF MACROECON	3	KENNEDY	ONLINE		
EDU-119	01	EARLY CHILDHOOD EDUCATION	4	BROWN	136	MW	02:00P-03:50P
EDU-119	W1	EARLY CHILDHOOD EDUCATION	4	TBA	ONLINE		
EDU-119	50	EARLY CHILDHOOD EDUCATION	4	GREENE	136	MW	05:30P-07:20P
+EDU-144	W1	CHILD DEVELOPMENT I	3	BROWN	ONLINE		
+EDU-146	W1	CHILD GUIDANCE	3	BROWN	ONLINE		
+EDU-153	W1	HEALTH, SAFETY, AND NUTRITION	3	BROWN	BROWN		
+EDU-157	90C8A	ACTIVE PLAY (1st 8 weeks)	3	AYERS	136	S	09:00A-11:50A
+EDU-157	W1	ACTIVE PLAY	3	AYERS	ONLINE		
+EDU-158	W1	HEALTHY LIFESTYLES - YOUTH	3	TBA	ONLINE		
+EDU-235	W1	SCHOOL AGE DEV AND PROGRAM	3	TBA	ONLINE		
+EDU-251	01	EXPLORATION ACTIVITIES	3	BROWN	136	TTH	02:00P-03:15P
+EDU-251	W1	EXPLORATION ACTIVITIES	3	BROWN	ONLINE		
+EDU-261	W1	EARLY CHILDHOOD ADMIN	3	AYERS	ONLINE		
+EDU-271	W1	EDUCATION TECHNOLOGY	3	TBA	ONLINE		
+EDU-275	W1	EFFECTIVE TEACHER TRAINING	3	TBA	ONLINE		
*+EDU-284	50C	EARLY CHILDHOOD CAPSTONE PRAC (class meets 2 times)	4	BROWN	136	TH	04:00P-05:15P
ELC-112AB	01	DC/AC ELECTRICITY	2	CLARK	500	MW	03:00P-04:50P
ELC-112AB	50	DC-AC ELECTRICITY	2	CLARK	500	M	06:00P-10:00P
ELC-113	50	BASIC WIRING I	4	CLARK	500	TTH	06:00P-10:00P
ELC-115	01	INDUSTRIAL WIRING	4	FURR	500	TTH	08:00A-12:00P
ELC-126	01	ELECTRICAL COMPUTATIONS	3	CLARK	500	TTH	01:00P-02:50P
ELC-126	50	ELECTRICAL COMPUTATIONS	3	CLARK	500	W	06:00P-09:50P
ELN-132	01	ANALOG ELECTRONICS I	4	FURR	501	TTH	01:15P-04:15P
ELN-133	01	DIGITAL ELECTRONICS	4	FURR	501	MWF	08:00A-09:50A
ELN-133	50	DIGITAL ELECTRONICS	4	FURR	501	MW	06:00P-09:00P
ELN-260	01	PROG LOGIC CONTROLLERS	4	FURR	505B	MW	01:15P-04:15P
ENG-101	TXYW	APPLIED COMMUNICATIONS	3	HOPKINS	ONLINE		
*ENG-111	01	EXPOSITORY WRITING	3	VAN SINDEREN	229	TTH	09:30A-10:45A
*ENG-111	02	EXPOSITORY WRITING	3	VAN SINDEREN	229	F	09:00A-11:50A
*ENG-111	03	EXPOSITORY WRITING	3	BRITT	229	MW	03:30P-04:45P
*ENG-111	W1	EXPOSITORY WRITING	3	BRITT	ONLINE		
*ENG-111	W2	EXPOSITORY WRITING	3	BRITT	ONLINE		
*ENG-111	01C8B	EXPOSITORY WRITING (2nd 8 weeks)	3	VAN SINDEREN	229	MW	09:30A-10:45A
*ENG-111	50C	EXPOSITORY WRITING	3	VAN SINDEREN	236	M	05:30P-06:45P
*ENG-114	01	PROF RESEARCH & REPORTING	3	BRITT	236	TTH	09:30A-10:45A

* Prerequisite course(s) required. + Corequisite course(s) required.

PLEASE NOTE: High school students are ineligible to take courses in which the course number begins with "0." (Example: ENG 080)

Curriculum Schedule of Classes

Section Key: 01-03 Day, 50-52 Evening, 90 Weekend, TBA To Be Announced, LL Learning Lab, W Online, H Highway Room, C Hybrid

Course #	Section	Course Title	Credits	Instructor	Room	Days	Time
*ENG-114	W1	PROF RESEARCH & REPORTING	3	BRITT	ONLINE		
*ENG-231	01	AMERICAN LITERATURE I	3	VAN SINDEREN	229	MW	12:30P-01:45P
FOR-121	01	DENDROLOGY	4	THOMPSON	604	MW	09:30A-12:20P
						F	10:30A-12:20P
FOR-131	01	FOREST MEASUREMENTS	3	THOMPSON	604	TTH	10:00A-12:25P
FOR-171	01	INTRO TO FORESTRY	3	THOMPSON	604	MW	08:00A-09:15A
FOR-212	01	FOREST SURVEY	4	STRONG	605	MW	12:00P-02:25P
FOR-225	01	SILVICS AND SILVICULTURE	4	THOMPSON	604	TTH	02:00P-04:50P
FOR-240	01	FOREST PROTECTION	3	STRONG	605	TTH	10:40A-1:00P
FOR-285	01	LOGGING AND MARKETING	3	STRONG	605	MW	08:30A-10:55A
GIS-111	W1	INTRODUCTION TO GIS	3	LAMONDS	ONLINE		
GSM-111	01	GUNSMITHING I	5	TBA	156	M	08:00A-03:20P
						T	08:00A-03:00P
GSM-111	50	GUNSMITHING I	5	TBA	156	MT	05:00P-09:30P
						W	05:00P-09:15P
GSM-120	01	GUNSMITHING TOOLS	6	BERNAUER	156	W	08:00A-03:20P
						TH	08:00A-03:00P
GSM-120	50	GUNSMITHING TOOLS	6	TBA	156	TH	05:00P-09:30P
						F	08:00A-03:45P
GSM-120	90	GUNSMITHING TOOLS	6	MUTARELLI	156	F	05:00P-09:50P
						S	08:00A-04:50P
GSM-223	01	RIFLE STOCKMAKING	6	TBA	169A	W	08:00A-03:00A
						TH	08:00A-03:30A
GSM-223	50	RIFLE STOCKMAKING	6	TBA	169A	TW	03:45P-10:00P
GSM-230	01	HANDGUN TECHNOLOGY	5	BERNAUER	169A	M	08:30A-03:05P
						T	08:30A-01:45P
GSM-230	50	HANDGUN TECHNOLOGY	5	DYE	169A	TH	05:30P-09:30P
						F	08:00A-03:50P
HIS-111	01	WORLD CIVILIZATON I	3	EDWARDS	226	TTH	09:30A-10:45A
HIS-111	50C	WORLD CIVILIATION I	3	EDWARDS	226	W	05:30P-06:45P
HIS-111	W1	WORLD CIVILIATION I	3	EDWARDS	ONLINE		
HIS-131	01	AMERICAN HISTORY	3	EDWARDS	226	TTH	11:00A-12:15P
HSE-110	01	INTRO TO HUMAN SERVICES	3	FRIEARY	513	MW	02:00P-03:50P
HSE-110	W1	INTRO TO HUMAN SERVICES	3	FLOYD	ONLINE		
*HSE-125	01	COUNSELING	3	FRIEARY	513	TTH	11:00A-12:50P
*HSE-125	W1	COUNSELING	3	FRIEARY	ONLINE		
+HSE-160	W1	HSE CLINICAL SUPERVISION I	1	FRIEARY	ONLINE		
+HSE-164	W1	HSE CLINICAL EXPERIENCE I	4	FRIEARY	ONLINE		
HSE-220	01	CASE MANAGEMENT	3	FRIEARY	513	TTH	09:00A-10:50A
*HSE-220	W1	CASE MANAGEMENT	3	FRIEARY	ONLINE		
HSE-225	W1	CRISIS INTERVENTION	3	FLOYD	ONLINE		
HUM-110	W1	TECHNOLOGY AND SOCIETY	3	TBA	ONLINE		
ISC-110	50	WORKPLACE SAFETY	1	CLARK	500	T	05:00P-05:50P
*MAT-140	01	SURVEY OF MATHEMATICS	3	ZIELSDORF	225	MW	02:00P-03:15P
*MAT-140	50C	SURVEY OF MATHEMATICS	3	ZIELSDORF	225	TH	05:30P-06:45P
*MAT-140	W1	SURVEY OF MATHEMATICS	3	ZIELSDORF	ONLINE		
*+MAT-140A	W1	SURVEY OF MATHEMATICS LAB	1	ZIELSDORF	ONLINE		
*MAT-152	01	STATISTICAL METHODS I	4	ZIELSDORF	225	TTH	02:00P-04:30P
*MAT-171	01	PRECALCULUS ALGEBRA	3	ZIELSDORF	225	MW	09:30A-11:50A
*MAT-171	01C	PRECALCULUS ALGEBRA	3	ZIELSDORF	225	MTWTH	12:30P-01:20P
MED-110	01	ORIENTATION TO MEDICAL ASSIST	1	BEAMAN	236	T	08:20A-09:20A
MED-110	W1	ORIENTATION TO MEDICAL ASSIST	1	CAVINESS	ONLINE		
MED-118	01	MEDICAL LAW AND ETHICS	2	BEAMAN	236	WF	08:30A-09:20A
MED-118	W1	MEDICAL LAW AND ETHICS	2	BEAMAN	ONLINE		
MED-121	01	MEDICAL TERMINOLOGY I	3	BEAMAN	139/140	TF	10:00A-11:15A
MED-121	W1	MEDICAL TERMINOLOGY II	3	BEAMAN	ONLINE		
MED-130	01	ADMIN OFFICE PROCEDURES I	2	BEAMAN	139/140	MTH	09:30A-10:20A
MED-150	01	LABORATORY PROCEDURES	5	CAVINESS	139/140	M	10:30A-01:00P
						W	12:30P-03:00P
						TH	12:00P-02:00P
MED-232	01	MEDICAL INSURANCE CODING	2	CAVINESS	139/140	M	08:30A-09:20A
						TW	08:30A-09:55A
MED-270	01C	SYMPTOMATOLOGY	3	BEAMAN	139/140	T	12:30P-02:20P
MED-272	01	DRUG THERAPY	3	CAVINESS	139/140	W	10:45A-12:05P
						F	08:30A-09:55A
MED-274	W1	DIET THERAPY/NUTRITION	3	CAVINESS	ONLINE		

Curriculum Schedule of Classes

Section Key: 01-03 Day, 50-52 Evening, 90 Weekend, TBA To Be Announced, LL Learning Lab, W Online, H Highway Room, C Hybrid

Course #	Section	Course Title	Credits	Instructor	Room	Days	Time
MEG-116BB	90	FLUSH AND RAISED INLAY	3	HOUSER	169A	S	08:30A-03:50P
MKT-120	01	PRINCIPLES OF MARKETING	3	THOMAS	230	WF	08:00A-09:15A
MKT-120	50	PRINCIPLES OF MARKETING	3	COLLINS	230	W	07:00P-09:50P
MKT-120	W1	PRINCIPLES OF MARKETING	3	COLLINS	ONLINE		
MKT-125	W1	BUYING & MERCHANDISING	3	COLLINS	ONLINE		
MKT-220	W1	ADVERTISING & SALES PROMO	3	COLLINS	ONLINE		
MUS-110	W1	MUSIC APPRECIATION	3	CHESNUTT	ONLINE		
NOS-230	W1	WINDOWS ADMINISTRATION	3	TBA	ONLINE		
NUR-101	01C	PRACTICAL NURSING I (12-week session)	11	HANCOCK			
				BLACK	228	T	09:00A-12:50P
				VAUGHN	148/150	TH	09:00A-03:50P
NUR-101	02C	PRACTICAL NURSING I (12-week session)	11	SAUNDERS	148/150	F	06:30A-03:20P
				HANCOCK			
				BLACK	228	T	09:00A-12:50P
				VAUGHN	148/150	W	09:00A-03:50P
NUR-101	02C	PRACTICAL NURSING I (12-week session)	11	SAUNDERS	148/150	TH	06:30A-03:20P
				HANCOCK			
				SAUNDERS	148/150	T	06:00P-09:50P
				BLACK	148/150	S	09:00A-03:50P
				VAUGHN			
NUR-102AB	01C	PRACTICAL NURSING II (4-week session)	4	HANCOCK			
				BLACK	228	T	09:00A-12:50P
				VAUGHN	148/150	THF	06:30A-03:20P
				SAUNDERS			
NUR-102AB	02C	PRACTICAL NURSING II (4-week session)	4	HANCOCK			
				BLACK	228	T	09:00A-12:50P
				VAUGHN	148/150	WTH	06:30A-03:20P
				SAUNDERS			
NUR-102AB	50C	PRACTICAL NURSING II	4	HANCOCK			
				SAUNDERS	148/150	T	06:00P-09:50P
				BLACK		SSU	06:30A-03:20P
				VAUGHN			
OST-122	01	OFFICE COMPUTATIONS	2	BLANKENSHIP	141	MW	09:30A-10:50A
OST-122	50	OFFICE COMPUTATIONS	2	BLANKENSHIP	141	TTH	05:15P-06:40P
OST-130	W18A	COMPREHENSIVE KEYBOARDING (1st 8 weeks)	3	HUDSON	ONLINE		
OST-130	W18B	COMPREHENSIVE KEYBOARDING (2nd 8 weeks)	3	HUDSON	ONLINE		
OST-134	W18B	TEXT ENTRY & FORMATTING (2nd 8 weeks)	3	PARSONS	ONLINE		
OST-136	W18A	WORD PROCESSING (1st 8 weeks)	3	KIELISZEK	ONLINE		
OST-164	W18A	TEXT EDITING APPLICATIONS (1st 8 weeks)	3	MORTON	ONLINE		
			3	MORTON	ONLINE		
OST-184	50	RECORDS MANAGEMENT	3	HUDSON	141	MW	05:15P-07:05P
OST-223	01	ADMIN OFFICE TRANSCRIPTION I	3	BLANKENSHIP	141	TTH	10:00A-11:50A
OST-223	50	ADMIN OFFICE TRANSCRIPTION I	3	HUDSON	TBA	TTH	05:15P-07:05P
OST-236	W18B	ADVANCED WORD/INFO PROCESS (2nd 8 weeks)	3	KIELISZEK	ONLINE		
OST-289	W18B	ADMIN OFFICE MANAGEMENT	3	FAGAN	ONLINE		
CC-110	01	INTRO TO POTTERY	8	TBA	301	MTW MW	09:00A-02:20P 02:30P-04:00P
CC-110AC	01	INTRO TO POTTERY (Part 1 of 3)	4	TBA	301	F	08:00A-04:30P
CC-110AC	50	INTRO TO POTTERY (Part 1 of 3)	4	TBA	301	TTH	05:00P-09:00P
CC-111AC	50	FUNCTIONAL POTTERY I (Part 1 of 3)	4	TBA	301	TTH	06:00P-09:50P
CC-114	01	RAKU	2	TBA	306	TH	08:30A-12:20P
CC-119	01	CLAY DESIGN: SPECIAL STUDY	2	TBA	304	TH	01:00P-04:50P
CC-210	01	FUNCTIONAL POTTERY II	8	TBA	304	MW T	08:00A-02:20P 10:00A-04:30P

*prerequisite course(s) required. + Corequisite course(s) required.

PLEASE NOTE: High school students are ineligible to take courses in which the course number begins with "0." (Example:

G 080)

Curriculum Schedule of Classes

Section Key: 01-03 Day, 50-52 Evening, 90 Weekend, TBA To Be Announced, LL Learning Lab, W Online, H Highway Room, C Hybrid

Course #	Section	Course Title	Credits	Instructor	Room	Days	Time
*PCC-211AC	01	DECORATIVE POTTERY (Part 1 of 3)	4	TBA	301	F	10:00A-06:20P
PED-117	01C	WEIGHT TRAINING I	1	BEAMAN	508	MW	11:35A-12:35P
PMT-110	50	INTRO TO PROJECT MANAGEMENT	3	TBA	229	M	07:00P-09:50P
PMT-111	50	PROJECT MGMT ASSESSING RISK	3	TBA	229	T	07:00P-09:50P
POL-120	W1	AMERICAN GOVERNMENT	3	ANDERSON	ONLINE		
PSY-150	01	GENERAL PSYCHOLOGY	3	NELSON	230	MW	09:30A-10:45A
PSY-150	02	GENERAL PSYCHOLOGY	3	NELSON	230	MW	03:30P-04:45P
PSY-150	W1	GENERAL PSYCHOLOGY	3	RAMING	ONLINE		
PSY-150	W2	GENERAL PSYCHOLOGY	3	RAMING	ONLINE		
*PSY-281	01	ABNORMAL PSYCHOLOGY	3	NELSON	230	TTH	11:00A-12:15P
REL-110	01	WORLD RELIGIONS	3	HANCOCK	226	TTH	02:00P-03:15P
REL-211	01	INTRO TO THE OLD TESTAMENT	3	HANCOCK	226	MW	11:00A-12:15P
REL-211	W1	INTRO TO THE OLD TESTAMENT	3	HANCOCK	ONLINE		
REL-212	01	INTRO TO THE NEW TESTAMENT	3	HANCOCK	226	TTH	03:30P-04:45P
REL-212	W1	INTRO TO THE NEW TESTAMENT	3	HANCOCK	ONLINE		
REL-221	W1	RELIGION IN AMERICA	3	HANCOCK	ONLINE		
SAB-110	W1	SUBSTANCE ABUSE OVERVIEW	3	FLOYD	ONLINE		
SEC-110	W1	SECURITY CONCEPTS	3	TBA	ONLINE		
SOC-210	01	INTRO TO SOCIOLOGY	3	NELSON	230	TTH	09:30A-10:45A
SOC-210	W1	INTRO TO SOCIOLOGY	3	TBA	ONLINE		
SPA-111	01H	ELEMENTARY SPANISH	3	Receiving Southeastern	267	MW	11:05A-12:25P
SSM-111	W1	GUN SHOP MANAGEMENT	3	FAGAN	ONLINE		
TXY-101	01	FISH TAXIDERMY	12	ADAMS	162	MTW	08:00A-04:00P
TXY-101BB	50	FISH TAXIDERMY	6	SPEER	162	MTW	06:00P-10:00P

ONLINE COURSES

ACA-111	W18A	COLLEGE STUDENT SUCCESS (1st 8 weeks)	1	TBA	ONLINE		
ACA-111	W18B	COLLEGE STUDENT SUCCESS (2nd 8 weeks)	1	TBA	ONLINE		
ACC-120	W1	PRINCIPLES OF FINANCIAL ACCT	4	BERRY	ONLINE		
ART-111	W1	ART APPRECIATION	3	LEVENTIS	ONLINE		
BIO-155	W1	NUTRITION	3	BUNTING	ONLINE		
BIO-165	W1	ANATOMY AND PHYSIOLOGY I	4	ROBINSON	ONLINE		
*BIO-166	W1	ANATOMY AND PHYSIOLOGY I	4	ROBINSON	ONLINE		
BUS-110	W1	INTRO TO BUSINESS	3	COLLINS	ONLINE		
BUS-137	W1	PRINCIPLES OF MANAGEMENT	3	COLLINS	ONLINE		
BUS-240	W1	BUSINESS ETHICS	3	COLLINS	ONLINE		
CIS-110	W1	INTRO TO COMPUTERS	3	TBA	ONLINE		
CIS-110	W1H	INTRO TO COMPUTERS	3	KARRAS	ONLINE		
CIS-110	W2	INTRO TO COMPUTERS	3	TBA	ONLINE		
CIS-111	W1	BASIC PC LITERACY	2	TBA	ONLINE		
CIS-111	W2	BASIC PC LITERACY	2	TBA	ONLINE		
CIS-111	W3	BASIC PC LITERACY	2	TBA	ONLINE		
*CIS-115	W1	INTRO TO PROGRAMMING & LOGIC	3	TBA	ONLINE		
CJC-111	W1	INTRO TO CRIMINAL JUSTICE	3	WYRICK	ONLINE		
CJC-112	W1	CRIMINOLOGY	3	EURY	ONLINE		
CJC-225	W1	CRISIS INTERVENTION	3	WYRICK	ONLINE		
CJC-231	W1	CONSTITUTIONAL LAW	3	TBA	ONLINE		
CJC-241	W1	COMMUNITY-BASED CORRECTIONS	3	EURY	ONLINE		
*CTS-125	W1	PRESENTATION GRAPHICS	3	HUDSON	ONLINE		
*CTS-250	W1	USER SUPPORT & SOFTWARE EVAL	3	TBA	ONLINE		
*CTS-289	W1	SYSTEM SUPPORT PROJECT	3	TBA	ONLINE		
DBA-110	W1	DATABASE CONCEPTS	3	TBA	ONLINE		
DDT-110	W18A	DEVELOPMENTAL DISABILITIES (1st 8 weeks)	3	NICHOLSON	ONLINE		
*DDT-120	W18B	TEACHING DEV DISABLED (2nd 8 weeks)	3	NICHOLSON	ONLINE		
*DDT-210	W18B	DDT HEALTH ISSUES (2nd 8 weeks)	3	NICHOLSON	ONLINE		
DDT-220	W18A	PROGRAM PLANNING PROCESS (1st 8 weeks)	3	NICHOLSON	ONLINE		
DRA-111	W1	THEATRE APPRECIATION	3	MARSHALL	ONLINE		
ECO-252	W1	PRINCIPLES OF MACROECONOMICS	3	KENNEDY	ONLINE		
EDU-119	W1	EARLY CHILDHOOD EDUCATION	4	TBA	ONLINE		

Curriculum Schedule of Classes

Section Key: 01-03 Day, 50-52 Evening, 90 Weekend, TBA To Be Announced, LL Learning Lab, W Online, H Highway Room, C Hybrid

Course #	Section	Course Title	Credits	Instructor	Room	Days	Time
+EDU-144	W1	CHILD DEVELOPMENT I	3	BROWN	ONLINE		
+EDU-146	W1	CHILD GUIDANCE	3	BROWN	ONLINE		
+EDU-153	W1	HEALTH, SAFETY, AND NUTRITION	3	BROWN	ONLINE		
+EDU-157	W1	ACTIVE PLAY	3	AYERS	ONLINE		
+EDU-158	W1	HEALTHY LIFESTYLES - YOUTH	3	TBA	ONLINE		
+EDU-235	W1	SCHOOL AGE DEV AND PROG	3	TBA	ONLINE		
+EDU-251	W1	EXPLORATION ACTIVITIES	3	BROWN	ONLINE		
+EDU-261	W1	EARLY CHILDHOOD ADMIN	3	AYERS	ONLINE		
+EDU-271	W1	EDUCATIONAL TECHNOLOGY	3	TBA	ONLINE		
+EDU-275	W1	EFFECTIVE TEACHER TRAINING	3	TBA	ONLINE		
ENG-101	TXYW	APPLIED COMMUNICATIONS	3	HOPKINS	ONLINE		
*ENG-111	W1	EXPOSITORY WRITING	3	BRITT	ONLINE		
*ENG-111	W2	EXPOSITORY WRITING	3	BRITT	ONLINE		
*ENG-114	W1	PROF RESEARCH & REPORTING	3	BRITT	ONLINE		
GIS-111	W1	INTRODUCTION TO GIS	3	LAMONDS	ONLINE		
HIS-111	W1	WORLD CIVILIZATION I	3	EDWARDS	ONLINE		
HSE-110	W1	INTRO TO HUMAN SERVICES	3	FLOYD	ONLINE		
*HSE-125	W1	COUNSELING	3	FRIEARY	ONLINE		
+HSE-160	W1	HSE CLINICAL SUPERVISION I	1	FRIEARY	ONLINE		
+HSE-164	W1	HSE CLINICAL EXPERIENCE I	4	FRIEARY	ONLINE		
*HSE-220	W1	CASE MANAGEMENT	3	FRIEARY	ONLINE		
HSE-225	W1	CRISIS INTERVENTION	3	FLOYD	ONLINE		
HUM-120	W1	CULTURAL STUDIES	3	YOUNG	ONLINE		
*MAT-140	W1	SURVEY OF MATHEMATICS	3	ZIELSDORF	ONLINE		
*+MAT-140A	W1	SURVEY OF MATHEMATICS LAB	1	ZIELSDORF	ONLINE		
MED-110	W1	ORIENTATION TO MEDICAL ASSIST	1	CAVINESS	ONLINE		
MED-118	W1	MEDICAL LAW AND ETHICS	2	BEAMAN	ONLINE		
MED-121	W1	MEDICAL TERMINOLOGY II	3	BEAMAN	ONLINE		
MED-274	W1	DIET THERAPY/NUTRITION	3	CAVINESS	ONLINE		
MKT-120	W1	PRINCIPLES OF MARKETING	3	COLLINS	ONLINE		
MKT-125	W1	BUYING & MERCHANDISING	3	COLLINS	ONLINE		
MKT-220	W1	ADVERTISING & SALES PROMO	3	COLLINS	ONLINE		
MUS-110	W1	MUSIC APPRECIATION	3	CHESNUTT	ONLINE		
*NOS-230	W1	WINDOWS ADMINISTRATION	3	TBA	ONLINE		
OST-130	W18A	COMPREHENSIVE KEYBOARDING (1st 8 weeks)	3	HUDSON	ONLINE		
OST-130	W18B	COMPREHENSIVE KEYBOARDING (2nd 8 weeks)	3	HUDSON	ONLINE		
*OST-134	W18B	TEXT ENTRY & FORMATTING (2nd 8 weeks)	3	PARSONS	ONLINE		
OST-136	W18A	WORD PROCESSING (1st 8 weeks)	3	KIELISZEK	ONLINE		
OST-164	W18A	TEXT EDITING APPLICATIONS (1st 8 weeks)	3	MORTON	ONLINE		
*OST-236	W18B	ADV WORD/INFO PROCESSING (2nd 8 weeks)	3	KIELISZEK	ONLINE		
*OST-289	W18B	ADMIN OFFICE MANAGEMENT (2nd 8 weeks)	3	FAGAN	ONLINE		
POL-120	W1	AMERICAN GOVERNMENT	3	ANDERSON	ONLINE		
PSY-150	W1	GENERAL PSYCHOLOGY	3	RAMING	ONLINE		
PSY-150	W2	GENERAL PSYCHOLOGY	3	RAMING	ONLINE		
REL-211	W1	INTRO TO THE OLD TESTAMENT	3	HANCOCK	ONLINE		
REL-212	W1	INTRO TO THE NEW TESTAMENT	3	HANCOCK	ONLINE		
REL-221	W1	RELIGION IN AMERICA	3	HANCOCK	ONLINE		
SAB-110	W1	SUBSTANCE ABUSE OVERVIEW	3	FLOYD	ONLINE		
SEC-110	W1	SECURITY CONCEPTS	3	TBA	ONLINE		
SOC-210	W1	INTRO TO SOCIOLOGY	3	TBA	ONLINE		
SSM-110	W1	GUN SHOP MANAGEMENT	3	FAGAN	ONLINE		

HYBRID COURSES

Courses require classroom and online participation.

+ACA-085	01C	IMPROVED STUDY SKILLS	1	HOPKINS	237	MW	02:00P-02:50P
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* Prerequisite course(s) required. + Corequisite course(s) required.

PLEASE NOTE: High school students are ineligible to take courses in which the course number begins with "0." (Example: ENG 080)

Curriculum Schedule of Classes

Section Key: 01-03 Day, 50-52 Evening, 90 Weekend, TBA To Be Announced, LL Learning Lab, W Online, H Highway Room, C Hybrid

Course #	Section	Course Title	Credits	Instructor	Room	Days	Time
BIO-111	50C	GENERAL BIOLOGY	4	BUNTING	101	T	05:30P-08:20P
BIO-165	50C	ANATOMY AND PHYSIOLOGY I	4	ROBINSON	101	TH	05:30P-08:20P
*BIO-166	50C	ANATOMY AND PHYSIOLOGY II	4	BUNTING ROBINSON			
DEN-111	01C	INFECTION CONTROL	2	GOFORTH	102	TH	05:30P-08:20P
DRE-096	01C8A	INTEGRATED READING & WRITING (1st 8 weeks)	3	MCALLISTER	154/175	W	01:00P-02:00P
DRE-096	01C8B	INTEGRATED READING & WRITING (2nd 8 weeks)	3	TBA	236	MTWTH	11:00A-12:20P
DRE-096	01C8B	INTEGRATED READING & WRITING (2nd 8 weeks)	3	BEVERLY	238	MTWTH	11:00A-12:20P
DRE-096	02C8A	INTEGRATED READING & WRITING (1st 8 weeks)	3	BEVERLY	238	MW	03:30P-05:20P
DRE-096	50C8A	INTEGRATED READING & WRITING (1st 8 weeks)	3	BEANE	238	MW	05:30P-07:20P
*DRE-097	01C8A	INTEGRATED READ AND WRITING II (1st 8 weeks)	3	HOPKINS	237	MTWTH	11:00A-12:20P
*DRE-097	02C8A	INTEGRATED READING & WRITING II	3	HOPKINS	237	MW	03:30P-05:20P
*DRE-097	01C8B	INTEGRATED READING & WRITING II (2nd 8 weeks)	3	BEVERLY	236	MTWTH	11:00A-12:20P
*DRE-097	02C8B	INTEGRATED READING & WRITING II (2nd 8 weeks)	3	BEVERLY	238	MW	03:30P-05:20P
*DRE-097	50C8A	INTEGRATED READING & WRITING II (1st 8 weeks)	3	HOPKINS	237	MW	05:30P-07:20P
*DRE-097	50C8B	INTEGRATED READING & WRITING II (2nd 8 weeks)	3	BEANE	238	MW	05:30P-07:20P
*DRE-098	01C8A	INTEGRATED READING & WRITING III (1st 8 weeks)	3	BEVERLY	238	MTWTH	09:30A-10:50A
*DRE-098	01C8B	INTEGRATED READING & WRITING III (2nd 8 weeks)	3	HOPKINS	237	MTWTH	11:00A-12:20P
*DRE-098	50C8B	INTEGRATED READING & WRITING III (2nd 8 weeks)	3	HOPKINS	237	MW	05:30P-07:20P
+EDU-157	90C8A	ACTIVE PLAY (1st 8 weeks)	3	AYERS	136	S	09:00A-11:50A
*+EDU-284	50C	EARLY CHILDHOOD CAPSTONE PRAC (class meets 2 times)	4	BROWN	136	TH	04:00P-05:15P
ENG-111	01C8B	EXPOSITORY WRITING (2nd 8 weeks)	3	VAN SINDEREN	229	MW	09:30A-10:45P
ENG-111	50C	EXPOSITORY WRITING	3	BRITT	236	M	05:30P-06:45P
HIS-111	50C	WORLD CIVILIZATION I	3	EDWARDS	224	W	05:30P-06:45P
*MAT-140	50C	SURVEY OF MATHEMATICS	3	ZIELSDORF	225	TH	05:30P-06:45P
MED-270	01C	SYMPTOMATOLOGY	3	BEAMAN	139/140	T	12:30P-02:20P
NUR-101	01C	PRACTICAL NURSING I (12-week session)	11	HANCOCK			
				BLACK	228	T	09:00A-12:50P
				VAUGHN	148/150	TH	09:00A-03:50P
				SAUNDERS	148/150	F	06:30A-03:20P
NUR-101	02C	PRACTICAL NURSING I (12-week session)	11	HANCOCK			
				BLACK	228	T	09:00A-12:50P
				VAUGHN	148/150	W	09:00A-03:50P
				SAUNDERS	148/150	TH	06:30A-03:20P
NUR-101	02C	PRACTICAL NURSING I (12-week session)	11	HANCOCK			
				SAUNDERS	148/150	T	06:00P-09:50P
				BLACK	148/150	S	09:00A-03:50P
				VAUGHN			
*NUR-102AB	01C	PRACTICAL NURSING II (4-week session)	4	HANCOCK			
				BLACK	228	T	09:00A-12:50P
				VAUGHN	148/150	THF	06:30A-03:20P
				SAUNDERS			
*NUR-102AB	02C	PRACTICAL NURSING II (4-week session)	4	HANCOCK			
				BLACK	228	T	09:00A-12:50P
				VAUGHN	148/150	WTH	06:30A-03:20P
				SAUNDERS			
*NUR-102AB	50C	PRACTICAL NURSING II	4	HANCOCK			
				SAUNDERS	148/150	T	06:00P-09:50P
				BLACK		SSU	06:30A-03:20P
				VAUGHN			
PED-117	01C	WEIGHT TRAINING I	1	BEAMAN	508	MW	11:35A-12:35P

MCC Grad Now Full-time Taxidermist



ERNEST KING

Ernest King, owner of Ernie's Taxidermy in Jacksonville, NC graduated in 2010 from Montgomery Community College's Taxidermy program.

"Before I went to MCC I did a lot of research. There's a taxidermy class about 45 minutes away from where I live, but I saw what they produced and I wanted to do something better than that," said King.

King met MCC's Taxidermy program head and lead instructor, Billy Adams, years before at a Dixie Deer Classic and was impressed with what he saw. Adams brought several mounts to display and promote the MCC Taxidermy program at the annual show.

"I consider [Adams] a master taxidermist," King said. "Under his tutelage I was forced to do a good job that was anatomically correct. That's what sold me on his program."

King got his taxidermist's license just before he graduated. Once he did, he has been "wide open" ever since.

"I've taken in about 600 projects since I started," King said. "I don't do mounts too quickly. People can have their choice. They can have it quick, but with the work I'm producing, I don't take shortcuts. Most of it is six-to-eight months' turnaround time."

Despite the waiting period, King says people from all over the United States ship their work to him.

"I get a lot of business off of my internet advertising which goes to my Facebook page.

I've taken in a Corsican ram, a Dall sheep, a Spanish goat and even a buffalo. I'm doing a walleye [pike] for a guy in North Dakota and I've got turkeys from Wisconsin, Colorado and Nebraska," King says. He even has a client in the Marine Corps stationed in Alaska that says he will not have anyone but Ernie do his mounts.

"I think about MCC every day. I still have my camper sitting in my yard," said King. King lived

in a small camper that he left parked in Montgomery County during the week while he was attending school, and then traveled home to Jacksonville on the weekends. "Back then I was mounting critters in my kitchen and my living room, then moved to the sunroom. I have a nice shop now, it's workable," King said.

King attributes his skill as a taxidermist to the MCC program. "I would highly recommend the taxidermy program because of the instruction I received. The artistic ability I had - I couldn't operate a paint gun to save my life. Now I'm pretty good at it," King said. "Billy's my hero," he added.

To see some of King's work you can visit his Facebook page. Search Ernest King.

For more information about MCC's Taxidermy program, contact Billy Adams (8:00 a.m. - 3:00 p.m.), or Andy Speer (5:00 p.m. - 9:00 p.m.) at (910) 576-6222, extension 228.



A BEAR OF A MAN - King works on a lot of large game like this black bear.



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